

WATER BOARD OF TRUSTEES
Regular Meeting
July 9, 2018
4:00 PM
Location: 1208 South 7th St.

Agenda

1. Oath of Office for newly appointed Board of Trustee member Brandon Strasser.
2. Approve Agenda.
3. Reorganization of the Board of Trustees.
4. Approve minutes of the June 11, 2018 regular meeting.
5. Approve invoices and Financial Statements.
6. Customer Forum.
7. Consideration and discussion of pay application #1 from Dave Schmitt Construction Company, Inc. for South D water main replacement.
8. Consideration and discussion of pay application #1 from Maguire Iron for water tower painting.
9. Consideration and discussion of amending Distribution/Collection Supervisor job classification.
10. Discussion of wastewater operations.
11. General Manager's update.
12. Updates from members of the Board of Trustees.
13. 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).

14. Consideration and discussion of possible action on the General Manager's employment contract with Oskaloosa Municipal Water Department.

15. Adjourn.

INFORMATION CONCERNING AGENDA ITEMS:

Agenda Item #1

I will have the oath of office here for Brandon at the meeting on Monday. The current chair will need to read it to Brandon and have Brandon repeat it. Brandon will then need to sign the document. A copy will be made and inserted into the minutes and the original will go to City Hall.

Agenda Item #3

This is the item that will determine who will be Chair and who will be Secretary. Kevin has been Board Chair for the past year with Brad as the Board Secretary. There will need to be a nomination from one of the members for the position of Chair, a second, and then a vote unless there is more than one nomination for that position. The same will hold with the position of Secretary.

Agenda Item #6

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 #7

In your packets you will find information that has been provided through Garden & Associates for Pay Application #1 from Dave Schmitt Construction for the South D Street project. The City Council considered this application at their meeting held July 2nd. The water main work is Division 2 for this project when you are looking at the information. As this is an Iowa DOT bid project, there is only a 3% retainage allowed. On this application there was \$149,068.55 worth of work that was completed and verified by Garden & Associates. The retainage holds back \$4,472.06, leaving \$144,596.49 due and owing on this application. I recommend approving the application as submitted.

Agenda Item #8

Also in your packets you will find Pay Application #1 from Maguire Iron for the water tower painting project. The contract for the North Tower is in the amount of \$182,300.00 plus the logo for \$3500.00. Maguire has completed \$124,231.80 worth of work, while a 5% retainage holds back \$6,211.59 bringing the total for the North Tower to \$118,020.21 at this time. The South Tower contract is set at 223,500.00 plus \$3,500.00 for the logo. At this time there has been \$15,000.00 worth of work completed on that tower. The retainage of \$750 brings this value down to \$14,250.00 for this application. The total for Pay Application #1 is \$132,270.21. Garden & Associates have

reviewed the application and submitted it to the Board for your approval. There will be upcoming change orders as they deal with the extra work that has been done on the inside of the North Tower. That was communicated to you in an earlier email. That change order should be ready for next month's meeting. This project was originally scheduled to be completed in FY17-18 but due to colder than usual weather this spring, the contractor is behind schedule. We will need to amend the budget this year to account for spending on this project that is not in the FY18-19 budget.

Agenda Item #9

This job classification was originally approved in 2015 in the run-up to the 28E Agreement with the City of Oskaloosa. During a recent conversation with lawyers from Ahlers and Cooney, the need to reclassify this position was discussed. The position was originally classified as an exempt position. During the course of this conversation, and the attorney's review of job duties performed, the recommendation was made to reclassify to a non-exempt status. Recommend approving the reclassification of this position to non-exempt.

Agenda #10

Collection System Operations:

We have been televising along with the contractor who is performing sewer lining for the CIP project as well as working on future CIP projects for Garden so that they are able to put these projects together. Worked with the contractor on the South D project to dye test homes to verify sewer later taps. Hired a contractor to fix failed sewer main that is causing sink holes, one of which turned out to be an old steam line that was abandoned. Worked with Garden & Associates on a housing development looking at placement of manholes and sewer main, while also installing taps for homes. The jetter truck has been repaired and is back in service. The City is scheduled to replace the jetter truck next fiscal year so staff have spent time meeting with representatives from various companies and watching different demonstrations of new equipment to help determine what we will do moving forward. With all of the rains, staff were out watching different manholes and tracking flow. Areas that were bypassing were noted and then reported to the DNR. Staff investigated sewer complaints and found that one of them was related to the sewer lining project that was occurring while another one was found to be a tap that failed to be reconnected during the 3rd Avenue East reconstruction project. Staff also went out and cleaned out the pit at the county shop and helped water department staff find a leak by using the jetter truck to vacuum out an area with a multitude of buried utilities in the way. Work continues on South D, and Phase II of the sewer work for I & I reduction.

Plant Operations:

Staff finished cleaning out the boiler tubes so that it could be put back in service, then had to replace a relay in the boiler that had also failed. The elevator at the north plant was inspected by the State and passed inspection. The bar rake and screen and the grit pump at the north plant had failures that were repaired. The bar rake at the south plant had a bar rake failure that needs to have a new worm gear installed, the part is on order with a 4 week lead time. Staff are manually raking the screen until this unit can be fully repaired. This will cause overtime as staff need to come in at night to check on the screen to ensure it isn't plugged and sending flow to the lagoon. With the large rain storms that we have received we have had bypass events at the south plant. Staff have been working to return water that was sent to the lagoons back through the plant so that we have additional storage in case of future events, but that has been slow going with the flow that continues to come in from the system.

In trying to return water in the upper EQ basin through the plant, the shaft for a sluice gate valve broke and there is currently a turtle blocking the pipe. Staff are working to get the shaft fixed and drain the basin safely. The grit tank at the south plant was replaced as the old one was failing and an issue was raised by the DNR during a recent inspection. We took delivery of a new mower that was a CIP purchase for FY18-19. The plants and lift stations have been mowed and sprayed. We have had a couple different pumps and VFD drives that also failed and we called in the appropriate techs to get them back up and running. The DNR will be here Tuesday the 10th to review plant flows at the north plant. There is a question that was raised by them regarding how we are figuring flows. After that there is a meeting with Fox Engineering staff to review the short term improvements that will be delivered to the City Council soon for discussion.

Storm Water Operations:

Staff spent time unplugging different intakes and checking on complaints around town. There was a sinkhole that developed on 4th Avenue West between South H and South I streets. This was repaired under emergency conditions and when the contractor was making the repair we found that there was approximately another 40-50 feet of pipe that was getting ready to fail also so it was replaced. There is a storm intake and manhole on 11th Avenue West that no longer is able to drain. The property owner has called to alert us to the issue and there are plans being made to remove the intake and manhole and regrade and pour the curb to push flow down the street. Staff also went out and jetted a storm sewer pipe on South F Street in cooperation with the County Secondary Roads Department. The updated 28E tracking sheet will be in the agenda packet of materials.

Agenda Item #11

Distribution Operations:

There was one water main break in the 500 block of South D on the old 4" water main that will be abandoned once the new main is all in place. We believe that this is the result of recent work in the area. There were also other water mains breaks but they were directly tied to the contractor performing point repairs for the Phase II sewer CIP project. There was also another water main break on the private water main that is underneath Clemon's parking lot. They have been informed that we will be installing new water main along A Avenue West next year, but there is still quite a bit of anxiety about the cost of repairs under this parking lot when they do happen. We received some complaints about the workmanship of the South F project and staff went out and addressed one of the issues raised. The other issue is being coordinated with Streets as to when the trail is poured back in place. Staff are working on replacing a fire hydrant across from Taco John's that was hit last fall and needs to be replaced, replacing a fire hydrant on the William Penn campus and replacing a hydrant just north of the intersection of South F and 263rd Street. The old hydrant was used to relieve pressure when installing new main last year and caused flooding in a basement of a house nearby. The hydrant is being located to remove future issues related to this problem. The work on South D Street continues to progress. The north tower is done being primed inside as of this agenda. The week of July 2nd the contractor was not in town working. The pay app for agenda item #8 shows the breakdown of work completed as of the application date. I will try to gather some pictures for you. There is extra work that was done inside as noted in the previous agenda item and a change order will be forthcoming from Garden to cover the extra work. What it amounts to is extra time for pitting that was worse than expected and the need to roll on the paint inside instead of spraying it on to allow for better coverage in the areas with deep pitting as well as installing a barrier all the way around the top

of the tank where the sidewalls meet the top to eliminate the possibility of animal entry. There were also some bolt holes that were filled in with some material that was removed during the cleaning process and a few seams that needed filled in as well.

Plant Operations:

Wells 27 and 28 have been cleaned, rehabilitated and can be returned to service once the river drops back inside its banks and we can get back out there and open valves. Well 33 was cleaned and had a submersible pump installed. The old pump had enough costs for repair that it was more cost efficient to replace it with a submersible versus maintaining the vertical turbine pump. Well 34 needs to have the stuffing box replaced to eliminate the large leak that is currently happening during operation. One of the mixers on the mix basin was repaired with a new stand-off box to reduce wear and tear on the gear box. We have had a few issues but overall the plant continues to operate well and within spec.

Office Operations:

There were 93 shutoffs this last week. Up considerably from the last several months. I have not yet gotten the ad together for the office position to start that process, but hope to get it done and listed soon so that we can be hiring for that position. I will have an agenda item next month for approval of the plans for water main installation in the Marje addition. We finally have a permit back from the DNR which was what we were waiting on. Crystal was able to finish year end reports and get those sent out to Board members the week of July 2nd. The audit will start the week of the 9th with Hunt and Associates performing the work.

Agenda Item #12

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

Agenda Item #13

It is time for the General Manager's annual performance review. Kevin Tacke was going to be sending out information to each member and then collecting it and preparing it for the meeting. I will request a closed session for this meeting. The closed session is for discussion purposes only, any action must be taken in open session under the next agenda topic.

Agenda Item #14

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

APPLICATION FOR PARTIAL PAYMENT NO. 1

Project: D Street Reconstruction: PCC Pavement - Grade & Replace
Owner: City Of Oskaloosa
Contractor: Dave Schmitt Construction Co., Inc.
Address: 250 50th Avenue S.W.
Cedar Rapids, Iowa 52404
Date: June 18, 2018

IDOT Project No: STP-U-5780(615)--70-62
Payment Period: May 17, 2018 to June 15, 2018

1. Contract Summary

Original Contract Price: \$2,920,902.14
Net Change by Change Order: \$0.00
Contract Amount to Date: \$2,920,902.14

2. Work Summary

Total Work Performed to Date: \$313,752.37
Retainage: 3% (maximum \$30,000) \$9,412.57
Total Less Retainage: \$304,339.80
Total Previous Payments: \$0.00
TOTAL AMOUNT DUE THIS APPLICATION: \$304,339.80

Contract Working Day Report

Notice to Proceed: May 7, 2018
Original Contract Time: 135
Added by Change Order: 0
Contract time to Date: 135
Working Days to Date: 16.5
Working Days Remaining: 118.5

3. Contractor's Certification

The undersigned CONTRACTOR certifies that:
All previous progress payments received from Owner on account of Work under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for title to all material and equipment incorporated in said Work or otherwise listed in or covered by this application for Payment are free and clear of all liens, claims, security interests and encumbrances.

Dave Schmitt Construction Co., Inc.

CONTRACTOR

By: T. Schmitt

Date: 6.19.18

4. Engineers Approval

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Garden & Associates, Ltd.

ENGINEER

By: [Signature]

Date: 6/19/18

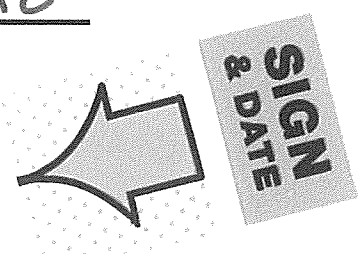
5. Owner's Approval

City of Oskaloosa, Iowa

Owner

By: _____

Date: _____



Application No.: 1
 Contractor: Dave Schmitt Construction Co., Inc.
 Cedar Rapids, Iowa
 Date of Application: June 18, 2018

Project: D Street Reconstruction: PCC Pavement - Grade & Rejlace
 Project No: STP-U-5780(615)--70-62
 Contract ID: 62-5780-615
 County: Mahaska City: Oskaloosa

Line No.	Item Code	Item Description	Plan Quantity					Contract Amounts		Project Quantities			Project Amounts				Percent Complete
			Unit	Div. 1 Part.	Div. 2 Non-Part.	Div. 3 Non-Part.	Total	Unit Price	Bid Amount	Div. 1 Part.	Div. 2 Non-Part.	Div. 3 Non-Part.	Div. 1 Part.	Div. 2 Non-Part.	Div. 3 Non-Part.	Total	
0010	2102-2713070	EXCAVATION, CLASS 13, ROADWAY AND BORROW	CY	2,081			2,081	\$17.20	\$35,793.20				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0020	2105-8425005	TOPSOIL, FURNISH AND SPREAD	CY	200			200	\$55.30	\$11,060.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0030	2105-8425015	TOPSOIL, STRIP, SALVAGE AND SPREAD	CY	425			425	\$43.30	\$18,402.50				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0040	2109-8225100	SPECIAL COMPACTION OF SUBGRADE	STA	24			24	\$562.50	\$13,224.38				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0050	2115-0100000	MODIFIED SUBBASE	CY	1,785			1,785	\$40.80	\$72,828.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0060	2123-7450020	SHOULDER FINISHING, EARTH	STA	46			46	\$307.50	\$14,175.75				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0070	2301-1033070	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 7 IN.	SY	290			290	\$69.00	\$20,010.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0080	2301-1033080	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.	SY	9,745			9,745	\$59.00	\$574,955.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0090	2301-1033120	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 12 IN.	SY	50			50	\$125.00	\$6,250.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100	2301-6911722	PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES	LS	1			1	\$5,000.00	\$5,000.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0110	2312-8260051	GRANULAR SURFACING ON ROAD, CLASS A CRUSHED STONE	TON	75			75	\$62.00	\$4,650.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0120	2315-8275025	SURFACING, DRIVEWAY, CLASS A CRUSHED STONE	TON	10			10	\$60.40	\$604.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0130	2401-6750001	REMOVALS, AS PER PLAN	LS	75%	25%		1	\$11,168.00	\$11,168.00	10.0%	12.5%		\$1,116.80	\$1,396.00	\$0.00	\$2,512.80	22.50%
0140	2430-0000100	MODULAR BLOCK RETAINING WALL	SF	130			130	\$50.00	\$6,500.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0150	2435-0130148	MANHOLE, SANITARY SEWER, SW-301, 48 IN.	EACH	9			9	\$3,563.00	\$32,067.00	4			\$14,252.00	\$0.00	\$0.00	\$14,252.00	44.44%
0160	2435-0140148	MANHOLE, STORM SEWER, SW-401, 48 IN.	EACH	2			2	\$3,429.00	\$6,858.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0170	2435-0140172	MANHOLE, STORM SEWER, SW-401, 72 IN.	EACH	2			2	\$7,928.00	\$15,856.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0180	2435-0140184	MANHOLE, STORM SEWER, SW-401, 84 IN.	EACH	2			2	\$9,842.00	\$19,684.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0190	2435-0140196	MANHOLE, STORM SEWER, SW-401, 96 IN.	EACH	1			1	\$13,050.00	\$13,050.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0200	2435-0250100	INTAKE, SW-501	EACH	16			16	\$1,806.00	\$28,896.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0210	2435-0250248	INTAKE, SW-502, 48 IN.	EACH	5			5	\$2,952.00	\$14,760.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0220	2435-0250272	INTAKE, SW-502, 72 IN.	EACH	4			4	\$7,110.00	\$28,440.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0230	2435-0251224	INTAKE, SW-512, 24 IN.	EACH	4			4	\$1,271.00	\$5,084.00	1			\$1,271.00	\$0.00	\$0.00	\$1,271.00	25.00%
0240	2435-0400000	DROP CONNECTION, SW-307	EACH	1			1	\$578.50	\$578.50				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0250	2435-0700010	CONNECTION TO EXISTING MANHOLE	EACH	1			1	\$1,082.00	\$1,082.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0260	2502-8212034	SUBDRAIN, LONGITUDINAL, (SHOULDER) 4 IN. DIA.	LF	4,394			4,394	\$13.00	\$57,122.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0270	2502-8221303	SUBDRAIN OUTLET, DR-303	EACH	42			42	\$248.00	\$10,416.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0280	2503-0112008	STORM SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.	LF	25			25	\$37.10	\$927.50				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0290	2503-0112012	STORM SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.	LF	85			85	\$56.50	\$4,802.50				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0300	2503-0114212	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 12 IN.	LF	65			65	\$55.90	\$3,633.50				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0310	2503-0114215	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 15 IN.	LF	1145			1,145	\$88.40	\$101,218.00	93.3			\$8,247.72	\$0.00	\$0.00	\$8,247.72	8.15%
0320	2503-0114218	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 18 IN.	LF	16			16	\$69.20	\$1,107.20				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0330	2503-0114224	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 24 IN.	LF	655			655	\$89.50	\$58,622.50				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0340	2503-0114227	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 27 IN.	LF	61			61	\$79.30	\$4,837.30				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0350	2503-0114236	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 36 IN.	LF	320			320	\$180.50	\$57,760.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0360	2503-0114242	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 42 IN.	LF	315			315	\$231.50	\$72,922.50				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0370	2503-0114248	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 48 IN.	LF	375			375	\$248.00	\$93,000.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0380	2503-0200036	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	LF	1,842			1,842	\$34.82	\$64,138.44	204			\$7,103.28	\$0.00	\$0.00	\$7,103.28	11.07%
0390	2503-0200136	REMOVE STORM SEWER PIPE GREATER THAN 36 IN.	LF	660			660	\$56.30	\$37,158.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0400	2504-0114008	SANITARY SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.	LF	1,370			1,370	\$70.40	\$96,448.00	457			\$32,172.80	\$0.00	\$0.00	\$32,172.80	33.36%
0410	2504-0114012	SANITARY SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.	LF	110			110	\$82.20	\$9,042.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0420	2504-0114018	SANITARY SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 18 IN.	LF	60			60	\$112.50	\$6,750.00	59			\$6,637.50	\$0.00	\$0.00	\$6,637.50	98.33%
0430	2504-0200404	SANITARY SEWER SERVICE STUB, POLYVINYL CHLORIDE PIPE (PVC), 4 IN.	LF	320			320	\$50.40	\$16,128.00	97			\$4,888.80	\$0.00	\$0.00	\$4,888.80	30.31%
0440	2504-0200406	SANITARY SEWER SERVICE STUB, POLYVINYL CHLORIDE PIPE (PVC), 6 IN.	LF	320			320	\$66.40	\$21,248.00	102			\$6,772.80	\$0.00	\$0.00	\$6,772.80	31.88%
0450	2504-0240036	REMOVE SANITARY SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	LF	347			347	\$26.90	\$9,334.30				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0460	2510-6745850	REMOVAL OF PAVEMENT	SY	12,425			12,425	\$5.90	\$73,307.50	5,032.0			\$29,688.80	\$0.00	\$0.00	\$29,688.80	40.50%
0470	2510-6750600	REMOVAL OF INTAKES AND UTILITY ACCESSES	EACH	21			21	\$701.00	\$14,721.00	4			\$2,804.00	\$0.00	\$0.00	\$2,804.00	19.05%
0480	2511-6745900	REMOVAL OF SIDEWALK	SY	1,638			1,638	\$5.85	\$9,582.30	522.5			\$3,056.63	\$0.00	\$0.00	\$3,056.63	31.90%
0490	2511-7526004	SIDEWALK, P.C. CONCRETE, 4 IN.	SY	461			461	\$49.00	\$22,589.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0500	2511-7526005	SIDEWALK, P.C. CONCRETE, 5 IN.	SY	1,894			1,894	\$36.00	\$68,184.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0510	2511-7526006	SIDEWALK, P.C. CONCRETE, 6 IN.	SY	713			713	\$54.00	\$38,502.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0520	2511-7526007	SIDEWALK, P.C. CONCRETE, 7 IN.	SY	11			11	\$55.00	\$605.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0530	2511-7528101	DETECTABLE WARNINGS	SY	870			870	\$35.00	\$30,450.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0540	2515-2475006	DRIVEWAY, P.C. CONCRETE, 6 IN.	SY	528			528	\$52.00	\$27,456.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0550	2515-2475007	DRIVEWAY, P.C. CONCRETE, 7 IN.	SY	18			18	\$55.00	\$990.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0560	2515-6745600	REMOVAL OF PAVED DRIVEWAY	SY	550			550	\$3.30	\$1,815.00	146.0			\$481.80	\$0.00	\$0.00	\$481.80	26.55%
0570	2518-6910000	SAFETY CLOSURE	EACH	26			26	\$100.00	\$2,600.00	9			\$900.00	\$0.00	\$0.00	\$900.00	34.62%
0580	2524-6765010	REMOVE AND REINSTALL SIGN AS PER PLAN	EACH	30			30	\$140.00	\$4,200.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0590	2524-9276010	PERFORATED SQUARE STEEL TUBE POSTS	LF	7			7	\$15.00	\$105.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0600	2524-9325001	TYPE A SIGNS, SHEET ALUMINUM	SF	3			3	\$28.00	\$84.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0610	2525-0000100	TRAFFIC SIGNALIZATION	LS				1	\$154,750.00	\$154,750.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0620	2525-0000120	REMOVAL OF TRAFFIC SIGNALIZATION	LS				1	\$3,600.00	\$3,600.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0630	2527-9263109	PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED	STA	46.57			47	\$110.00	\$5,122.70				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0640	2527-9263137	PAINTED SYMBOLS AND LEGENDS, WATERBORNE															

Application for Payment

Application No.: 1
 Contractor: Dave Schmitt Construction Co., Inc.
 Cedar Rapids, Iowa
 Date of Application: June 18, 2018

Project: D Street Reconstruction: PCC Pavement - Grade & Replace
 Project No.: STP-U-5780(615)--70-62
 Contract ID: 62-5780-615
 County: Mahaska City Oskaloosa

Line No.	Item Code	Item Description	Plan Quantity				Contract Amounts		Project Quantities			Project Amounts			Percent Complete		
			Unit	Div. 1 Part.	Div. 2 Non-Part.	Div. 3 Non-Part.	Total	Unit Price	Bid Amount	Div. 1 Part.	Div. 2 Non-Part.	Div. 3 Non-Part.	Div. 1 Part.	Div. 2 Non-Part.		Div. 3 Non-Part.	Total
0740	2554-0114012	WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.	LF		2465		2,465	\$74.70	\$184,135.50		1,072.0		\$0.00	\$80,078.40	\$0.00	\$80,078.40	43.49%
0750	2554-0205110	WATER SERVICE STUB, COPPER, 1 IN.	LF		825		825	\$25.30	\$20,872.50		205.5		\$0.00	\$5,199.15	\$0.00	\$5,199.15	24.91%
0760	2554-0205410	WATER SERVICE CORPORATION, COPPER, 1 IN.	EACH		31		31	\$152.50	\$4,727.50		13		\$0.00	\$1,982.50	\$0.00	\$1,982.50	41.94%
0770	2554-0205710	WATER SERVICE CURB STOP AND BOX, COPPER, 1 IN.	EACH		29		29	\$147.50	\$4,277.50		11		\$0.00	\$1,622.50	\$0.00	\$1,622.50	37.93%
0780	2554-0207008	VALVE, GATE, DIP, 8 IN. (INSTALL ONLY)	EACH		17		17	\$630.00	\$10,710.00		9		\$0.00	\$5,670.00	\$0.00	\$5,670.00	52.94%
0790	2554-0207012	VALVE, GATE, DIP, 12 IN. (INSTALL ONLY)	EACH		17		17	\$744.00	\$12,648.00		7		\$0.00	\$5,208.00	\$0.00	\$5,208.00	41.18%
0800	2554-0210201	FIRE HYDRANT ASSEMBLY, WM-201 (INSTALL ONLY)	EACH		7		7	\$1,908.00	\$13,356.00		3		\$0.00	\$5,724.00	\$0.00	\$5,724.00	42.86%
0810	2599-9999003	COMPOST	CY	72			72	\$153.50	\$11,052.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0820	2599-9999003	GRANULAR SUBBASE, CLASS A CRUSHED STONE	CY	140			140	\$61.80	\$8,652.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0830	2599-9999003	MEDIAN LANDSCAPE CONCRETE	CY	13			13	\$1,500.00	\$18,750.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0840	2599-9999005	LOWER/RELOCATE EXISTING WATER SERVICE	EACH		5		5	\$955.00	\$4,775.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0850	2599-9999005	REMOVAL OF EXISTING FIRE HYDRANT ASSEMBLY	EACH		6		6	\$234.00	\$1,404.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0860	2599-9999005	WATER MAIN CONNECTIONS	EACH		12		12	\$1,220.00	\$14,640.00		4		\$0.00	\$4,880.00	\$0.00	\$4,880.00	33.33%
0870	2599-9999009	ROOF DRAIN OUTLET PIPE, 4" PVC	LF	50			50	\$22.90	\$1,145.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0880	2599-9999010	VIBRATION MONITORING	LS	1			1	\$17,999.57	\$17,999.57	25%			\$4,499.89	\$0.00	\$0.00	\$4,499.89	25.00%
0890	2599-9999020	TEMPORARY GRANULAR SURFACING	TON	300			300	\$29.91	\$8,973.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0900	2601-2634100	MULCHING - HYDRAULIC	ACRE	1			1	\$2,000.00	\$2,000.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0910	2601-2636044	SEEDING AND FERTILIZING - HYDRAULIC (URBAN)	ACRE	1			1	\$5,000.00	\$5,000.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0920	2602-0000309	PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 9 IN. DIA.	LF	200			200	\$2.00	\$400.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0930	2602-0000350	REMOVAL OF PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE	LF	200			200	\$2.00	\$400.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0940	2610-0000212	MULCH, SHREDDED BARK	CY	46			46	\$60.00	\$2,760.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0950	2610-0000400	WATERING FOR PLANTS	MGAL	3725			3,725	\$25.00	\$93,125.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0960	2611-0000100	SHRUBS, FURNISHED AND INSTALLED - PERENNIALS/ORNAMENTAL GRASSES (WITH WARRANTY)	EACH	1,261			1,261	\$12.00	\$15,132.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0970	2611-0000200	TREES, FURNISHED AND INSTALLED - ORNAMENTAL (WITH WARRANTY)	EACH	57			57	\$335.00	\$19,095.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0980	2611-0000200	TREES, FURNISHED AND INSTALLED - OVERSTORY (WITH WARRANTY)	EACH	44			44	\$385.00	\$16,940.00				\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Amounts									\$2,920,902.14				\$162,618.82	\$149,068.55	\$2,065.00	\$313,752.37	

	Div. 1 Part.	Div. 2 Non-Part.	Div. 3 Non-Part.	Total	
Total Completed to Date =	\$162,618.82	\$149,068.55	\$2,065.00	\$313,752.37	10.74%
Amount Retained (@3%, \$30,000 Max.) =	\$4,878.56	\$4,472.06	\$61.95	\$9,412.57	
Total Completed Less Retainage =	\$157,740.25	\$144,596.49	\$2,003.05	\$304,339.80	
Less Previous Payments to Contractor =	\$0.00	\$0.00	\$0.00	\$0.00	
Amount Due Contractor this Application =	\$157,740.25	\$144,596.49	\$2,003.05	\$304,339.80	

Amount Due from Public Works = \$159,743.30 (Division 1 and Division 3)
 Amount Due from Water Department = \$144,596.49 (Division 2)
 Total = \$304,339.80

Eligible Amount = \$157,740.25 (Division 1 Only)
 Participation @ 80% = \$126,192.20
 IDOT Withholding @ 5% = \$6,309.61
 Less Previously Reimbursed = \$0.00
 Amount To Be Reimbursed This Application = \$119,882.59

Contractor's Application for Payment No. 1

Application Period: <u>5/26/2018-6/25/18</u>	Application Date: <u>7/2/2018</u>
To (Owner): <u>Oskaloosa, IA</u>	Via (General): <u>Maguire Iron</u>
Project: <u>Elevated Storage Tanks Preparation & painting</u>	Contract: <u>NORTH TANK</u>
Owner's Contract No.:	Engineer's Project No.:

Application For Payment Change Order Summary

Approved Change Orders Number	Additions	Deductions
1	\$8,500.00	
TOTALS		
NET CHANGE BY CHANGE ORDERS		\$8,500.00

1. ORIGINAL CONTRACT PRICE..... \$ \$182,300.00
2. Net change by Change Orders..... \$ \$8,500.00
3. Current Contract Price (Line 1 + 2)..... \$ \$190,800.00
4. TOTAL COMPLETED AND STORED TO DATE
(Column F on Progress Estimate)..... \$ \$124,231.80
5. RETAINAGE:
 - a. 5% X \$124,231.80 Work Completed..... \$ \$6,211.59
 - b. 5% X Stored Material..... \$
 - c. Total Retainage (Line 5a + Line 5b)..... \$ \$6,211.59
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ \$118,020.21
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$
8. AMOUNT DUE THIS APPLICATION..... \$ \$118,020.21
9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G on Progress Estimate + Line 5 above)..... \$ \$72,779.79

<p>Contractor's Certification The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.</p>	By: <u>Mike Farnsworth</u> Date: <u>6/29/2018</u>
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Payment of: \$ <u>\$118,020.21</u>	(Line 8 or other - attach explanation of the other amount)
is recommended by: <u>Paul Waga</u>	(Date) <u>7-2-2018</u>
Payment of: \$ <u> </u>	(Line 8 or other - attach explanation of the other amount)
is approved by: <u> </u>	(Date) <u> </u>
Approved by: <u> </u>	Funding Agency (if applicable) <u> </u>

Progress Estimate

Contractor's Application

A		B		C		D		E	F	G	
Item		Scheduled Value		From Previous Application (C+D)		This Period		Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C+D+E)	% (E) B	Balance to Finish (B-F)
Specification Section No.	Description										
1	Mobilization	\$10,000.00	\$10,000.00		\$10,000.00				\$10,000.00	100.0%	\$12,854.00
2	Interior Prep	\$64,268.00	\$51,414.00		\$51,414.00				\$51,414.00	80.0%	\$4,051.20
3	Interior Prime	\$20,256.00	\$16,204.80		\$16,204.80				\$16,204.80	80.0%	\$20,256.00
4	Interior Finish	\$20,256.00									
5	Exterior Prep	\$10,000.00	\$10,000.00		\$10,000.00				\$10,000.00	100.0%	
6	Exterior Prime	\$19,206.00	\$19,206.00		\$19,206.00				\$19,206.00	100.0%	
7	Exterior Finish	\$34,814.00	\$17,407.00		\$17,407.00				\$17,407.00	50.0%	\$17,407.00
8	LOGO	\$3,500.00									\$3,500.00
CO LOGO UPGRADE		\$8,500.00									\$8,500.00
Totals		\$190,800.00	\$124,231.80		\$124,231.80				\$124,231.80	65.1%	\$66,568.20

For (contract): Oskaloosa, IA Application Number: I
 Application Period: 5/26/2018-6/25/18 Application Date: 6/25/2018

Contractor's Application

Progress Estimate

For (contract):		Oskaloosa, IA		Application Number: I		Application Date: 6/25/2018			
Application Period: 5/26/18-6/25/18		Work Completed		E		F		G	
A		B		C		D		%	
Item Specification Section No.	Description	Scheduled Value		From Previous Application (C+D)		This Period		(E) B	
		Total Completed and Stored to Date (C + D + E)		Materials Presently Stored (not in C or D)		Balance to Finish (B - F)			
	Mobilization	\$10,000.00	\$5,000.00				\$5,000.00	50.0%	\$5,000.00
	Interior Prep	\$70,460.00					\$70,460.00		\$70,460.00
	Interior Prime	\$26,820.00					\$26,820.00		\$26,820.00
	Interior Finish	\$26,820.00					\$26,820.00		\$26,820.00
	Exterior Prep	\$10,000.00	\$10,000.00				\$10,000.00	100.0%	\$25,770.00
	Exterior Prime	\$25,770.00					\$25,770.00		\$50,130.00
	Exterior Finish	\$50,130.00					\$50,130.00		\$3,500.00
	LOGO	\$3,500.00					\$3,500.00		
Totals		\$223,500.00	\$15,000.00				\$15,000.00	6.7%	\$208,500.00

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	X	X	X		SOPs have been documented and forwarded to City Hall
Preventative maintenance process control programs initiated	Section 1.2	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	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		Certain line items were exceeded, but the overall budget was maintained.
Staffing adequate to meet 24/7 operations in place	Section 1.3	X	X	X		Note deviations or exceptions
Procurement policy is followed	Section 1.4	X	X	X		As we continue to move forward with allowing supervisory personnel the ability to order and submit Purchase Order requisitions, there is still a need to remember to follow City Purchasing policy as there have been times when purchases are made before getting an approved Purchase Order.
Best practices perf. measures, resource sharing developed	Section 1.5	1	1	1		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		Any necessary compliance and reports are completed as needed.
Monthly compensation for services reviewed	Section 4.2	X	X	X		Due quarterly
Personnel necessary to operate/maintain systems provided	Exhibit B-1	X	X	X		This is done on a daily basis.
Lift station maintenance		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		Locates are completed on a daily basis by staff.
Plant Operations		X	X	X		Staff complete plant operations on a daily basis.

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

28E Agreement Year Two Tracking

Lift Station Operations		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.
Sampling and testing pursuant to NPDES permits completed	Exhibit B-4	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		This is done as needed.
Sludge transfer and disposal completed	Exhibit B-6	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	X	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		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	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		Contract as Needed
Structural line repairs		X	X	X		Contract as Needed
Line replacements		X		X		Contract as Needed
Utility locates completed for sewer and stormwater	Exhibit B-9	X	X	X		Locates are completed on a daily basis by staff.
Sewer taps inspected for interceptor line	Exhibit B-9	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	X	X	X		Staff worked on jetting and televising the NW quadrant last year. When working to get back out in the system this spring the transmission in the jetter truck failed and needed replaced. This took almost 2 months to complete, pushing us even further behind. Staff have been working with Garden Engineering to televise for future CIP projects and we are still behind on getting the NW quadrant done.

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

28E Agreement Year Two Tracking

Line cleaning		X	X	X	Staff are working on this item year around as time and staffing levels allow.
Root cutting		X	X	X	Staff are completing this work as it is identified through televising or when found through a complaint basis.
TV inspection		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	Staff are compiling reports are they are done televising differenct sections of pipe.
Root foaming		X			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	This item is handled as calls come in to City Hall, the Street Department office, or OMWD offices.
Emergency response		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	This is an as needed item. Staff respond to customer calls as they come in.
Cross connection investigation and response		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	Contract as Needed
Line replacements		X		X	Contract as Needed
Stormwater inspection and cleaning program developed	Exhibit B-11	1	1	1	Staff were working on jetting and televising the sanitary sewer on the NW quadrant of town this last year. This spring when trying to get back out into the system, the jetter experienced a number of problems which ultimately resulted in the transmission being replaced. We were without this truck for almost 2 full months and fell even further behind schedule. Staff are working to finish up the NW quadrant sanitary sewer and have also been jetting and televising for future CIP projects for Garden & Associates. We have not started to complete any storm sewer jetting and televising work unless it is related to future CIP projects. It is the recommendation of OMWD that this portion of the 28E be renegotiated.

28E Agreement Year Two Tracking

Line cleaning		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	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	Contract as Needed
Line replacements				X	Contract as Needed
Respond to customer calls for blocked stormwater lines	Exhibit B-11	X	X	X	This item is done as needed per customer calls.
Storm and emergency response		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	This item is done as needed per customer calls.
Implement manhole inspection and mapping program	Exhibit B-12	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	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	Staff are working on this item year around as time and staffing levels allow.
Compilation of TV reports and system evaluation		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	Staff work on this item on an ongoing basis.
Mow grass and remove snow from all wastewater facilities	Exhibit B-13	X	X	X	Staff work on this item on an ongoing basis.
Detention pond maintenance		X	X	X	Staff work on this on an as needed basis.
Fat Oils and Grease (FOG) inspection program	Exhibit B-14		X	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	This is completed on a monthly basis with the completion of the DNR's discharge monitoring reports.

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

28E Agreement Year Two Tracking

Present septage discharge requests to city for approval	Exhibit B-16	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	This is done on a daily basis.
Provide monthly and annual performance reports to city	Exhibit B-18	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.
Comply with all city, state and federal rules and regs.	Exhibit B-19	X	X	X	This is completed on an ongoing basis with operations.
Maintain professionalism with community groups	Exhibit B-20	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	This is completed on an ongoing basis.
I & I abatement and system rehabilitation projects		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	Contract as Needed
Development process (development review, plan review)		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	Staff work with Engineering staff to coordinate inspection of developments as needed.
Inspection of sanitary sewer (city projects)		X	X	X	This is done as needed by staff.
Inspection of storm water (city projects)		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	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	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	This is completed on an ongoing basis.
Provide assistance with 5-year CIP and O&M budgeting	Exhibit B-23	X	X	X	This is completed as needed throughout the year.
Accounting		X	X	X	Staff complete this on a daily, weekly, and monthly basis.

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

28E Agreement Year Two Tracking

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	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	As Garden identifies projects, staff are working to incorporate that into the CIP budget.
Flow monitoring		X	X	X	This is done daily at both treatment plants
Provide assistance with Industrial Pre-treatment investigation	Exhibit B-23	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.

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		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.
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.
Manhole adjustment		X		X	X	X		Contract as Needed, staff respond to complaints for individual manholes as they arise.
Non-structure line sealing and point repair		X				X		Contract as Needed
Manhole rehabilitation		X		X		X		Contract as Needed
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.
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.

Root foaming		X		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		Contract as Needed
Line replacements		X		X		X		Contract as Needed
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.
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	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		This work is done as needed by staff.
Utility locates		X		X	X	X		Locates are completed on a daily basis by staff.
Sludge Hauling		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		Staff complete plant operations on a daily basis.
Lift Station Operations		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		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		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		Contract as Needed
Storm and emergency response		X		X	X	X		
Complaint response investigation and reporting		X		X	X	X		
Maintenance of public streams/creeks/open channels		X		X	X	X		Contract as Needed
Processing and disposal of sweeper, catch basin and storm line	X	X		X	X	X		
Structural line repairs		X				X		Contract as Needed
Line replacements		X				X		Contract as Needed
Roadside ditches and piping system in County roads		X				X		By Request or Agreement
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 different sections of pipe.
Nuisance complaint mowing	X							Fire Department handles this work now.
Detention pond maintenance		X		X	X	X		
Proactive leaf management program	X	X						
Utility locates		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		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		Billing has moved to monthly and collection happens on a daily basis.
Inspection of developer projects	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		This is done as needed by staff.
Inspection of storm water (city projects)	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		Staff complete this on a daily, weekly, and monthly basis.
Industrial waste program XXXXXXXXXXXXXXX		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		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		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		This happens on a daily basis.

Public information, newsletters, etc. for sanitary sewer and storm water		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		This is done daily at both treatment plants
Inspection of private facilities		X		X	X	X		This item is done as needed when customers call in.
Utility Locates		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		This is done as needed by staff.
Field yard general maintenance		X		X	X	X		This is done as needed by staff.

OSKALOOSA MUNICIPAL WATER DEPARTMENT

JOB CLASSIFICATION: Distribution/Collection Supervisor

DEPARTMENT: Water	ACCOUNTABLE TO: General Manager	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for serving as a lead to Water/Wastewater Maintenance I and Maintenance II workers and for performing skilled maintenance activities. Duties include: monitoring and assigning work to employees; performing, coordinating, organizing, and overseeing Water/Wastewater projects; overseeing and performing repairs and maintenance of water distribution and sanitary sewer systems; performing snow removal duties; purchasing materials and tracking expenses; operating and overseeing equipment operation; maintaining equipment; making water/wastewater taps; assisting in the coordination of joint projects with other departments; locating utilities; investigating and responding to concerns and complaints by the public, contractors, developers and other agencies, and assisting in the completion of other Water/Wastewater projects.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Distribution/Collection Supervisor is the fourth level of a four-level Water/Wastewater series. The Distribution/Collection Supervisor is distinguished from the Water/Wastewater Maintenance II worker by its responsibility for assisting in the coordination of Water/Wastewater maintenance and serving as a lead to Water/Wastewater Maintenance I and Maintenance II workers. The Distribution/Collection Supervisor is distinguished from the General Manager who has full supervisory authority.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Serves as a lead to Water/Wastewater Maintenance I and Maintenance II workers by monitoring and assigning work to employees.	Daily
2.	Coordinates, performs, organizes, and schedules Water/Wastewater projects such as maintaining and repairing water distribution/treatment and sanitary collection/treatment systems. Assigns staff to specific projects.	Daily
3.	Ensures projects are on schedule and completed by working with contractors and ensuring crews have the required materials and equipment.	Daily
4.	Locates Water/Wastewater utilities such as water and sanitary sewers.	Daily

OSKALOOSA MUNICIPAL WATER DEPARTMENT

JOB CLASSIFICATION: Distribution/Collection Supervisor

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
5.	Purchases materials and tracks expenses, maintains adequate inventories and evaluates new materials and products.	Monthly
6.	Operates and maintains equipment and ensures preventative maintenance is completed by scheduling lubrications, mechanical adjustments, washes and mechanical work.	As Required
7.	Performs snow removal duties such as operating snow plows and hauling, shoveling, and applying chemicals and abrasives to parking lots, driveways, sidewalks and steps.	As Required
8.	Assists in the coordination of joint projects with other departments.	As Required
9.	Will be available to respond in emergencies or unusual situations outside of the normally assigned work periods.	As Required
10.	Resolves issues with the public, contractors, developers and other agencies by investigating and responding to concerns and complaints.	As Required
11.	Performs other duties as assigned.	As Required

Knowledge (position requirements at entry):

Knowledge of:

- Water distribution systems, hydrants, valves, fittings, maps and flows;
- Sewer collection systems, manholes, pipes & fittings, flows, and repairs and maintenance;
- Work zone safety;
- Excavation safety;
- Construction techniques;
- Maintenance techniques;
- Supervisory techniques;
- Equipment uses and practices;
- Traffic control.

OSKALOOSA MUNICIPAL WATER DEPARTMENT

JOB CLASSIFICATION: Distribution/Collection Supervisor

Skills (position requirements at entry):

Skill in:

- Coordinating maintenance projects;
- Inventorying supplies and materials;
- Operating and maintaining equipment
- Monitoring employees
- Reading blueprints and Engineering plans;
- Problem solving;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and four years of utility maintenance, or related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Class A, Commercial Driver's License with tanker and air brake endorsements.

Incumbents may be required to have:

- Water Distribution Grade II and/or Sewer Collection Grade II License(s).

Working Conditions (position requirements at entry):

- Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, poor ventilation, and intense noises.
- Incumbents will work outdoors in all kinds of weather conditions, as necessary, as well as indoors, as necessary.
- Incumbents will operate a multitude of equipment with varying degrees of noise and vibration.

Physical Requirements:

Positions typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.