

WATER BOARD OF TRUSTEES
Regular Meeting
December 10, 2018
4:00 PM
Location: 1208 South 7th St.

Agenda

1. Approve Agenda.
2. Approve minutes of the November 13, 2018 regular meeting.
3. Approve invoices and Financial Statements.
4. Customer Forum.
5. Consideration and discussion of sewer backup complaint for 1506 A Avenue East.
6. Consideration and discussion of billing issue for 513 E Avenue East Apartment 4.
7. Consideration and discussion of high water bill for 1606 South 5th Street.
8. Consideration and discussion of pay application #6 from Dave Schmitt Construction Company, Inc. for South D water main replacement.
9. Consideration and discussion of Change Order #2 from Maguire Iron for the Elevated Storage Tanks Preparation & Painting Project.
10. Consideration and discussion of Final pay application from Maguire Iron for the Elevated Storage Tanks Preparation & Painting Project.
11. Consideration and discussion of updating Employee Manual Section 5, Insurance Benefits, A. Health Insurance.
12. Discussion of waste water operations.
13. General Manager's update.
14. Updates from members of the Board of Trustees.
15. 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 other agenda items this month that have been requested by customers and/or City staff for discussion.

Agenda Item #5

The City is looking for a recommendation from the Board of Trustees for future action on this issue. The property owners at 1506 A Avenue East suffered a sewer backup in the basement on or around October 8th. This was during a period of heavy rain when Oskaloosa received about 22 inches of rain in a 7 – 10 day stretch. Staff investigated and were unable to find a blockage causing the issue, but rather the collection system was overwhelmed by the volume of flow due to the rains. The property owners have insurance coverage, but it only covered a portion of the loss suffered. They have approached the City about the issue and the difference between what their insurance is willing to cover and the total of the damages suffered. I have reached out to the owner about attending the meeting to discuss the issue with the Board. She has indicated that she is working her schedule to be able to attend the meeting and would like to discuss the initial handling of the problem with the Board of Trustees.

Agenda Item #6

There was a billing issue between the accounts for 513 E Avenue East, Apartments 2 and 4, that existed from the time the meters were changed in December of 2016 and October of 2018. This issue resulted in bills being switched for the two accounts and an overcharge to one tenant and undercharge for the other tenant. When OMWD was notified about the problem staff worked to determine the amount of over- and under-billing for each account. A refund was issued to the account holder who had been over-billed. Staff contacted the account holder who was under-billed to discuss the issue and set up payment arrangements. That account holder has asked to address the Board about the matter and seek remediation through the Board. OMWD policy **2.49** address this issue; “[In the event of errors in the amount billed for water service the amounts due to or from customers shall be subject to retroactive adjustment for a period not more than five \(5\) years prior to the date of discovery of the error.](#)” Hard copies of consumption for each account will be available at the meeting. It is staff recommendation to enforce the retroactive adjustment and set up payment arrangements with the account holder.

Agenda Item #7

The account holder for 1606 South 5th Street was notified by staff of high water usage and found a toilet in the basement that had been leaking causing consumption to spike from a normal of 1 unit per

month to 169 units. A sanitary sewer reduction request form has been received and will be processed, but the account holder would like to discuss a reduction of the water portion of the bill as well. The water portion for this billing is \$1,194.83. Hard copies of consumption will be available at the meeting. It is staff recommendation to allow no reduction in billing, but to allow for a payment plan.

Agenda Item #8

In your packets you will find information that has been provided through Garden & Associates for Pay Application #6 from Dave Schmitt Construction for the South D Street project. The City Council considered this application at their meeting held December 3rd. 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 is a cumulative total of \$355,013.45 worth of work that has been completed and verified by Garden & Associates. The retainage holds back \$4,058.53, leaving \$350,954.92. Previous pay applications paid down \$350,432.82, which leaves \$522.11 due and owing on this application. There is an issue in the math with the pay application that has been discussed with Garden & Associates. Due to the rounding for the 3% retainage, there is always \$0.01 in one division or another that is miscalculated. It happens that Division 2 is affected this month. Garden will go through each individual pay application and determine how much has been paid for each division and adjust the final pay application accordingly. Staff recommendation is to approve pay application #6 from Dave Schmitt Construction as presented.

	Div. 1 Part.	Div. 1 Non-Part.	Div. 2 Non-Part.	Div. 3 Non-Part.	Total
Total Completed to Date =	\$2,214,637.01	\$7,606.75	\$355,013.45	\$46,947.50	\$2,624,204.71
Amount Retained (@3%, \$30,000 Max.) =	\$25,317.81	\$86.96	\$4,058.53	\$536.71	\$30,000.00
Total Completed Less Retainage =	\$2,189,319.20	\$7,519.79	\$350,954.92	\$46,410.79	\$2,594,204.71
Less Previous Payments to Contractor =	\$1,916,914.92	\$7,508.60	\$350,432.82	\$20,239.05	\$2,295,095.39
Amount Due Contractor this Application =	\$272,404.28	\$11.19	\$522.11	\$26,171.74	\$299,109.32

From the City Council agenda packets:

Summary of Pay Requests*:

	Public Works (A)	Water Dept. (B)	Total Payment (A+B)	Approval Date
Application #1	\$159,743.30	\$144,596.50	\$304,339.80	07/02/18
Application #2	\$382,703.53	\$29,369.08	\$412,072.61	08/06/18
Application #3	\$500,693.13	\$144,452.87	\$645,146.00	09/04/18
Application #4	\$325,408.96	\$16,208.13	\$341,617.09	10/01/18
Application #5	\$576,113.65	\$15,806.24	\$591,919.89	11/5/18
Application #6*	\$298,587.21	\$522.11	\$299,109.32	12/3/18*
Retainage	\$25,941.47	\$4,058.53	\$30,000.00	
Remaining	\$210,708.64	\$11,636.54	\$222,345.18	

Agenda Item #9

In your agenda packets you will find information from Garden & Associates about Change Order #2 from Maguire Iron for the water tower painting project. This change order reduces the overall

contract by \$6,600.00. This is to reflect the extra money that was spent on inspection services due to the length of time that it took to complete this project. For OMWD it means a net zero in cost. It is staff recommendation to approve Change Order #2 as presented.

Agenda Item #10

This is the final pay application from Maguire Iron for the Elevated Storage Tanks Preparation & Painting Project. As noted in Agenda Item #9, the total amount of the contract has been reduced by \$6,600.00 by Change Order #2. This brings the final cost for the north tank to \$231,100.00. OMWD has paid \$222,395.00 to date, leaving a balance due of \$8,705.00. The final cost for the south tank is now \$223,900.00. OMWD has paid \$216,125.00 to date, leaving a balance due of \$7,775.00. The total due for both towers on this final pay application is \$16,480.00. Also in the agenda packets you will find a letter from Garden & Associates signifying a completed contract. There is a small leak around a riveted seam on the south tower that will be inspected in the spring of 2019 and either repaired at that time or re-evaluated and repaired as part of the first anniversary inspection. As the issue of extra inspection costs have been handled through the change order, it is staff recommendation to approve final payment to Maguire Iron for the Elevated Storage Tanks Preparation & Painting Project as presented.

Agenda Item #11

This is the agenda item to discuss any changes that may need to be made to the employee manual language for health insurance. In 2017 the OMWD Board of Trustees voted to have employees start sharing the cost of health insurance premiums at a rate of 2.5% of the premiums on a monthly basis. There was discussion about increasing that rate to 5% of the premium cost on a monthly basis. In order to maintain a grandfathered health insurance policy, this is the maximum amount that can be cost shared with the employees. If the Board were to continue with the current rate of 2.5% cost share, employees would contribute approximately \$7,400.00 in 2019. Should the Board choose to increase that amount to 5%, employees will contribute approximately \$14,800.00 in 2019, an increase of approximately \$7,400.00. The current policy manual language states: "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)." Should the Board choose to make changes, language in this section of the employee manual will need to be updated accordingly. If no changes are made to the cost share for employees, there is no action needed on the employee manual.

Agenda Item #12

Collection System Operations:

This last month staff worked on gathering total jetting and televising numbers for the annual report to the City Council, responded to a power loss at the University Park lift station that resulted in a small bypass. There was a squirrel that shorted out a transformer. The DNR was notified of the bypass. Staff also spent time televising different areas of town for either Phase 3 work, or to locate taps for Phase 2 work assisting the contractors, or looking at other potential problems in the collection system. They responded to complaints of sewer back-ups to determine whether it was a collection system issue or rather a private lateral issue. They performed 30, 60, 90 day jetting work, tried to locate manholes that were buried below grade, reviewed plans for upcoming work that would affect

City owned storm and sanitary sewers, televised and GPS'd manholes in section of town, went after manhole sections from the manufacturer and then worked with a local contractor to repair and replace a manhole that had suffered concrete failure, worked with a local plumber to determine that there had been a connection that was missed during the 2017 Sanitary Sewer project. The general contractor has been contacted to come back and complete the connection. Staff also assisted with a manhole replacement out by Interpower. There is a line from the Armory that dumps into this manhole and a special concrete mix was used to help eliminate corrosion from Hydrogen Sulfide gas formation. Staff televised a sewer line on A Avenue West that had a manhole renovation that seems to be out of alignment. Staff are working with Garden & Associates to determine how to proceed with any repairs that may be needed. They also removed rag baskets from different lift stations as part of their monthly work. There is a major purchase scheduled for next fiscal year in the replacement of the combination jetter/vacuum truck. Staff have met different vendors and determined which unit best fits their needs and we will be putting an item before the City Council for affirmation of purchase. We are hoping to take delivery after the start of the next fiscal year, but due to lead times, the order will need to be placed and confirmed in the very near future. There were 6000 gallons of water used for jetting purposes.

Plant Operations:

We had a plant bypass this last week due to the snow melt and rainfall received over the weekend of December 1st and 2nd. The DNR was notified of this issue as well. Staff worked on the mixers at the digester, cleaned up the Ag Gator because we thought we were done hauling due to the weather only to be able to go back out this last week and start hauling bio-solids out of the EQ basin again. Fuel for the generators was treated for winter weather, hoses and pumps were cleaned up at the south plant from the in-plant sewer pump that was recently replaced. The lagoon pump suffered a major breakdown that staff were able to get repair parts for quickly and get it back up and running. Staff worked on maintenance issues at both the north and south plants, checked fire extinguishers, and looked for a leak at the south plant after learning of excessive water consumption from office staff. They worked on a diverter in a manhole at the south plant to direct decant water from the digester back to the headworks instead of letting it go back to the EQ basin. There was a bearing that was replaced on Blower #7 at the south plant, a damper that was replaced for the digester boiler and rag baskets were emptied for each plant. As winter nears and staff have less opportunity to complete work in the collection system one of the staff members has been directed to spend time learning lab techniques for collecting and sampling so that next summer when the lab recertification is happening we can show that there is a trained back-up.

Storm Sewer Operations:

Staff replaced storm lids in different locations around Oskaloosa, looked into complaints on South 9th as well as near Kentucky Fried Chicken, met with staff from Garden & Associates in reference to possible storm infrastructure near a future water main project, investigated storm sewer for upcoming construction work for a private industry and fixed a sinkhole near B Avenue West and North C Street.

The annual report that will be shared with the City Council is also attached to this agenda packet.

Agenda Item #13

Distribution System Operations:

There is a leak north of the intersection of North 11th and A Avenue East. Staff are planning to close down that intersection on Monday to complete the repairs. There are 2 water mains in that location,

a 6" and a 12". We last had problems in that area in 2009 during the water plant renovation. That is the only water main leak for the last month. Garden & Associates have provided easement documents so that we can work on getting those agreed to for the water main project that will go to bid this winter. Rocky Stevens has notified us that he intends to be done working on December 21st. We have placed announcements on several websites and have started accepting applications. The plan is to start scheduling interviews the week of December 10th. I expect that we will have someone in place the first of second week of January.

Plant Operations:

Staff have spent time down in the well field to ensure all of the wells were ready for winter weather. There is a control valve off of high service pump #5 that needs repaired. Staff have been working with engineering staff from Clow to ensure that we get the right parts and can make the repairs with assistance from Clow staff. There is a pipe from the filter effluent that is in disrepair that staff are working to replace. This particular pipe has straightening vanes in it to assist with measurement of flow as well as the addition of fluoride. The recarbonation basin had its annual cleaning this last month and all of the settling basins and the flocculation basin also were emptied and cleaned out. We have ordered two replacement mixer drive units for the flocculation basins. There are five units total.

Office Operations:

We had 59 shut-offs this last week. Budget information has been shared with PFM staff and they are reviewing it and going to provide guidance to staff in a couple of weeks so that we can fine tune it before meeting with the Board at the beginning of January.

Agenda Item #14

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

APPLICATION FOR PARTIAL PAYMENT NO. 6

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: November 16, 2018

IDOT Project No: STP-U-5780(615)--70-62
Payment Period: October 19, 2018 to November 15, 2018

1. Contract Summary

Original Contract Price:	\$2,920,902.14
Net Change by Change Order:	<u>-\$74,352.25</u>
Contract Amount to Date:	\$2,846,549.89

Contract Working Day Report

Notice to Proceed: May 7, 2018

Original Contract Time:	135
Added by Change Order:	1.5
Contract time to Date:	<u>136.5</u>
Working Days to Date:	<u>98</u>
Working Days Remaining:	38.5

2. Work Summary

Total Work Performed to Date:	\$2,624,204.71
Retainage: 3% (maximum \$30,000)	\$30,000.00
Total Less Retainage:	\$2,594,204.71
Total Previous Payments:	<u>\$2,295,095.39</u>
TOTAL AMOUNT DUE THIS APPLICATION:	\$299,109.32

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.


By: 
CONTRACTOR

Date: 11.19.18

4. Engineers Approval

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Garden & Associates, Ltd.

By: 
ENGINEER

Date: 11-19-2018

5. Owner's Approval

City of Oskaloosa, Iowa

By: _____
Owner

Date: _____

Application No.: 6
Contractor: Dave Schmitt Construction Co., Inc.
Cedar Rapids, Iowa
Date of Application: November 16, 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: Oskaaloosa

Main data table with columns: Line No., Item Code, Item Description, Unit, Div. 1 Part., Div. 1 Non-Part., Div. 2 Non-Part., Div. 3 Non-Part., Total, Unit Price, Bid Amount, Project Quantities (Div. 1 Part., Div. 1 Non-Part., Div. 2 Non-Part., Div. 3 Non-Part., Total), Project Amounts (Div. 1 Part., Div. 1 Non-Part., Div. 2 Non-Part., Div. 3 Non-Part., Total), Percent Complete.

Application for Payment

Application No.: 6
 Contractor: Dave Schmitt Construction Co., Inc.
 Cedar Rapids, Iowa
 Date of Application: November 16, 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	Unit	Plan Quantity				Contract Amounts		Project Quantities				Project Amounts				Percent Complete	
				Div. 1 Part.	Div. 1 Non-Part.	Div. 2 Non-Part.	Div. 3 Non-Part.	Total	Unit Price	Bid Amount	Div. 1 Part.	Div. 1 Non-Part.	Div. 2 Non-Part.	Div. 3 Non-Part.	Div. 1 Part.	Div. 1 Non-Part.	Div. 2 Non-Part.		Div. 3 Non-Part.
0850	2599-9999005	REMOVAL OF EXISTING FIRE HYDRANT ASSEMBLY	EACH			6		6	\$234.00	\$1,404.00			6	\$0.00		\$1,404.00	\$0.00	\$1,404.00	100.00%
0860	2599-9999005	WATER MAIN CONNECTIONS	EACH			12		12	\$1,220.00	\$14,640.00			11	\$0.00		\$13,420.00	\$0.00	\$13,420.00	91.67%
0870	2599-9999009	ROOF DRAIN OUTLET PIPE, 4" PVC	LF	50				50	\$22.90	\$1,145.00			66	\$1,511.40		\$0.00	\$0.00	\$1,511.40	132.00%
0880	2599-9999010	VIBRATION MONITORING	LS	1				1	\$17,999.57	\$17,999.57			100%	\$17,999.57		\$0.00	\$0.00	\$17,999.57	100.00%
0890	2599-9999020	TEMPORARY GRANULAR SURFACING	TON	300				300	\$29.91	\$8,973.00			165.87	\$4,961.17		\$0.00	\$0.00	\$4,961.17	55.29%
0900	2601-2634100	MULCHING - HYDRAULIC	ACRE	1				1	\$2,000.00	\$2,000.00			0.45	\$900.00		\$0.00	\$0.00	\$900.00	45.00%
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			222	\$444.00		\$0.00	\$0.00	\$444.00	111.00%
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			3	\$180.00		\$0.00	\$0.00	\$180.00	6.52%
0950	2610-0000400	WATERING FOR PLANTS	MGAL	3,725				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			12 @ 65%	\$2,613.00		\$0.00	\$0.00	\$2,613.00	13.68%
0970	2611-0000200	TREES, FURNISHED AND INSTALLED - ORNAMENTAL (WITH WARRANTY) MATERIAL ONLY	EACH											\$2,565.00		\$0.00	\$0.00	\$2,565.00	
0980	2611-0000200	TREES, FURNISHED AND INSTALLED - OVERSTORY (WITH WARRANTY)	EACH	44				44	\$385.00	\$16,940.00			24 @ 65%	\$6,006.00		\$0.00	\$0.00	\$6,006.00	35.45%
0980	2611-0000200	TREES, FURNISHED AND INSTALLED - OVERSTORY (WITH WARRANTY) MATERIAL ONLY	EACH											\$4,689.00		\$0.00	\$0.00	\$4,689.00	

TOTAL ORIGINAL CONTRACT \$2,920,902.14

SUBTOTAL \$2,210,318.51 \$0.00 \$355,013.45 \$46,947.50 \$2,612,279.46

CHANGE ORDER NO. 1																			
0950	2610-0000400	WATERING FOR PLANTS	MGAL	3,725				-3,725	\$25.00	-\$93,125.00				\$0.00		\$0.00	\$0.00	\$0.00	0.00%
8001	2599-9999010	TRENCH EXCAVATION	LS		1			1	\$6,686.75	\$6,686.75			1	\$0.00	\$6,686.75	\$0.00	\$0.00	\$6,686.75	100.00%
8002	2599-9999010	CREW TIME DELAY	LS		1			1	\$920.00	\$920.00			1	\$0.00	\$920.00	\$0.00	\$0.00	\$920.00	100.00%
8003	2510-6750600	REMOVAL OF INTAKES AND UTILITY ACCESSES	LS	1				1	\$2,068.50	\$2,068.50			1	\$2,068.50	\$0.00	\$0.00	\$0.00	\$2,068.50	100.00%
8004	2611-0000100	SHRUBS, FURNISHED AND INSTALLED (WITH WARRANTY)	EA	190				190	\$2.75	\$522.50				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
8005	2610-0000400	WATERING FOR PLANTS	MGAL	32.500				32.500	\$110.00	\$3,575.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL CHANGE ORDER NO. 1														\$2,068.50	\$7,606.75	\$0.00	\$0.00	\$9,675.25	

CHANGE ORDER NO. 2																			
8006	2601-2642120	Stabilizing Crop - Seeding and Fertilizing (Urban)	ACR	1				1	\$1.00	\$5,000.00			0.45	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	45.00%

TOTAL REVISED CONTRACT \$2,846,549.89

TOTAL \$2,214,637.01 \$7,606.75 \$355,013.45 \$46,947.50 \$2,624,204.71

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Less Previous Payments to Contractor =	\$1,916,914.92	\$7,508.60	\$350,432.82	\$20,239.05	\$2,295,095.39	
Amount Due Contractor this Application =	\$272,404.28	\$11.19	\$522.11	\$26,171.74	\$299,109.32	

Amount Due from Public Works = \$298,587.21 (Division 1 and Division 3)
 Amount Due from Water Department = \$522.11 (Division 2)
 Total = \$299,109.32

Eligible Amount = \$2,189,319.20 (Division 1 Participating Items Only)
 Participation @ 80% = \$1,751,455.36
 IDOT Withholding @ 5% = \$87,572.77
 Subtotal This Request = \$1,663,882.59
 Less Previously Reimbursed = \$1,456,855.34
 Amount To Be Reimbursed This Application = \$207,027.25



GARDEN & ASSOCIATES, LTD.

1701 3rd Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577

Phone: 641.672.2526 • Fax: 641.672.2091

December 6, 2018

Chad Coon, General Manager
Oskaloosa Municipal Water Department
1208 S. 7th Street
Oskaloosa, IA 52577

Re: Elevated Storage Tanks Preparation & Painting Project
Oskaloosa Municipal Water Department
Oskaloosa, Iowa
G&A 4017117

Dear Chad:

Enclosed herewith are three copies each of Pay Application - Final for both the North tower and the South tower painting project submitted by Maguire Iron, Inc. The applications are for the retainage in the amounts of \$8,705.00 and \$7,775.00 respectively.

Further enclosed is Change Order No. 2 for the North tower with charges for 5 days of liquidated damages and Change Order No. 2 for the South tower with charges for 6 days of liquidated damages.

The applications and change orders appear to be in order. Should the board approve payment, send one copy of each document to Maguire Iron with payment, return one copy to Garden & Associates, and retain one copy for your files.

We have also enclosed the Engineer's Completion Statement for the project.

If you have any questions, please contact me.

Sincerely,
GARDEN & ASSOCIATES, LTD.

Jack Pope, P.E.

Enclosures: Pay App – Final (North & South)
Change Order No. 2 (North & South)
Engineer's Completion Statement

JP/lm

ENGINEERS AND SURVEYORS
OSKALOOSA, IOWA CRESTON, IOWA



GARDEN & ASSOCIATES, LTD.

1701 3rd Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577

Phone: 641.672.2526 • Fax: 641.672.2091

December 6, 2018

Chad Coon, General Manager
Oskaloosa Municipal Water Department
1208 S. 7th Street
Oskaloosa, IA 52577

Re: Elevated Storage Tanks Preparation & Painting Project
Oskaloosa Municipal Water Department
Oskaloosa, Iowa
G&A 4017117

Oskaloosa Municipal Water Department Board of Trustees:

I hereby state that the work of the Elevated Storage Tanks Preparation and Painting Project – Oskaloosa Municipal Water Department in Oskaloosa, Iowa under contract bearing the date of September 12, 2017 by and between the Oskaloosa Municipal Water Department (Owner) and Maguire Iron, Inc. (Contractor) has been completed and substantially complies with the terms, conditions and stipulations of the plans and specifications for said improvements, except as noted below.

A small leak in a riveted seam on the South Tank has developed since the Contractor has substantially completed the work. The leak will be re-evaluated by the Contractor in the spring of 2019 and either repaired at that time, or re-evaluated and repaired as part the First Anniversary Inspection of the coating systems.

Respectfully submitted this 6th day of December, 2018.

Sincerely,
GARDEN & ASSOCIATES, LTD.

Jack Pope, P.E.

Cc: Maguire Iron, Inc.

JP/lm

Contractor's Application for Payment No. Final

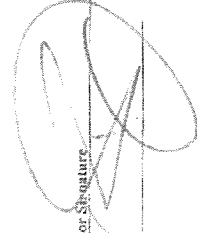
Application Period: December 3, 2018	Application Date: December 3, 2018	Final
From (Contractor): Maguire Iron, Inc.	Via (Engineer): Garden & Associates, LTD.	
Contract: Elevated Storage Tanks Preparation & Painting Project - OMSWD - Oskaloosa, Iowa - 2017	Engineer's Project No.: 4017117	
Owner's Contract No.:		

Application For Payment
Change Order Summary

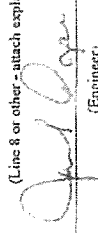
Approved Change Order Number	Additions	Deductions
1	\$4,000.00	
2		\$3,600.00
TOTALS	\$4,000.00	\$3,600.00
NET CHANGE BY CHANGE ORDERS	\$400.00	

1. ORIGINAL CONTRACT PRICE..... \$ 5223,500.00
2. Net change by Change Orders..... \$ 5400.00
3. Current Contract Price (Line 1 + 2)..... \$ 5223,900.00
4. TOTAL COMPLETED AND STORED TO DATE
(Column F total on Progress Estimates)..... \$ 5223,900.00
5. RETAINAGE:
 - a. Work Completed..... \$ 0.00
 - b. Stored Material..... \$ 400.00
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$ 400.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 5223,900.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 2216,125.00
8. AMOUNT DUE THIS APPLICATION..... \$ 7775.00
9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G total on Progress Estimates + Line 5.c above)..... \$ 0.00

Contractor's Certification
The undersigned Contractor certifies, to the best of its knowledge, the following:
(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 the Work covered by prior Applications for Payment;
(2) Title to 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 the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: 
By: _____ Date: 12-5-18

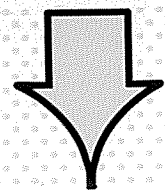
Payment of: \$ 7,775.00
(Line 8 or other - attach explanation of the other amount)

is recommended by:  (Engineer) (Date) 12-5-2018

Payment of: \$ 7,775.00
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) (Date)

Approved by: _____ Funding or Financing Entity (if applicable) (Date)



Contractor's Application for Payment No. Final

Application Period:	December 3, 2018	Application Date:	December 3, 2018
From (Contractor):	Maguire Iron, Inc.	Via (Engineer):	Garden & Associates, LTD.
Contract:	Elevated Storage Tanks Preparation & Painting Project - OMWD - Okalaobasa, Iowa - 2017	Engineer's Project No.:	4017117

Approved Change Order Number	Additions	Deductions
1	\$51,800.00	
2		\$3,000.00
TOTALS		
NET CHANGE BY CHANGE ORDERS:		\$48,800.00

1. ORIGINAL CONTRACT PRICE.....	\$ 5182,300.00
2. Net change by Change Orders.....	\$ 548,800.00
3. Current Contract Price (Line 1 + 2).....	\$ 5731,100.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ 5231,100.00
5. RETAINAGE:	
a. <input checked="" type="checkbox"/> Work Completed.....	\$ 0.00
b. <input checked="" type="checkbox"/> Stored Material.....	\$ 0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$ 0.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 5231,100.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 5222,395.00
8. AMOUNT DUE THIS APPLICATION.....	\$ 88,705.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$ 0.00

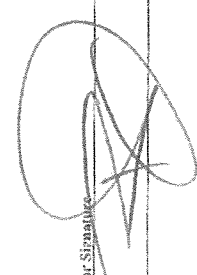
Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(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 the Work covered by prior Applications for Payment;

(2) Title to 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 the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: 

Date: 12-5-18

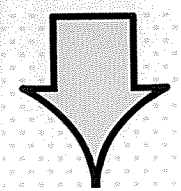
Payment of \$ 8,705.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: Paul Ogden (Engineer) 12-5-2018 (Date)

Payment of \$ 8,705.00
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding or Financing Entity (if applicable) _____ (Date)



Date of Issuance: **12-3-18**
 Owner: **Oskaloosa Municipal Water Department**
 Contractor: **Maguire Iron, Inc.**
 Engineer: **Garden & Associates, Ltd.**
 Project: **Division 1 - North Tank - Prep & Paint**

Effective Date: **12-3-18**
 Owner's Contract No.:
 Contractor's Project No.:
 Engineer's Project No.: **4017117**
 Contract Name: **Elevated Storage Tanks
 Preparation & Painting Project - Oskaloosa
 Municipal Water Department - Oskaloosa,
 Iowa - 2017**

The Contract is modified as follows upon execution of this Change Order:

Description: **Charging for liquidated damages as per contract at \$600/day for 5 days = \$3,000.00.**

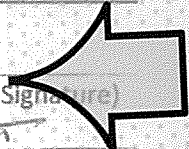
Attachments: *[List documents supporting change]*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>182,300.00</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : \$ <u>51,800.00</u>	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>234,100.00</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>3,000.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>231,100.00</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:
 By: [Signature]
 Engineer (if required)
 Title: Project Engineer
 Date: 12-5-2018

ACCEPTED:
 By: _____
 Owner (Authorized Signature)
 Title _____
 Date _____

ACCEPTED:
 By: [Signature]
 Contractor (Authorized Signature)
 Title: Vice President
 Date: 12-5-18



Approved by Funding Agency (if applicable)

By: _____
 Title: _____

Date: _____

Date of Issuance: 12-3-18
 Owner: Oskaloosa Municipal Water Department
 Contractor: Maguire Iron, Inc.
 Engineer: Garden & Associates, Ltd.
 Project: Division 2 – South Tank – Prep & Paint

Effective Date: 12-3-18
 Owner's Contract No.: -----
 Contractor's Project No.: -----
 Engineer's Project No.: 4017117
 Contract Name: Elevated Storage Tanks
 Preparation & Painting Project –
 Oskaloosa Municipal Water Department –
 Oskaloosa, Iowa - 2017

The Contract is modified as follows upon execution of this Change Order:

Description: Charging for liquidated damages as per contract at \$600/day for 6 days = \$3,600.00.

Attachments: [List documents supporting change]

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ <u>223,500.00</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : \$ <u>4,000.00</u>	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>227,500.00</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>3,600.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>223,900.00</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:
 By: Jack Bogen
 Engineer (if required)
 Title: PROJECT ENGINEER
 Date: 12-5-2018

ACCEPTED:
 By: _____
 Owner (Authorized Signature)
 Title _____
 Date _____

ACCEPTED:
 By: [Signature]
 Contractor (Authorized Signature)
 Title: VICE PRESIDENT
 Date: 12-5-18

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____

Operations at the plants:

Southwest Plant:

Total Annual Flow: 260,000,000 gallons

Average Daily Flow: 712,000 Gallons per day (Drop of 21% from FY17, 2nd year of 20+% drop)

Treatment efficiency of 93%. Biochemical Oxygen Demand (BOD) removal throughout treatment process. $(\text{BOD Inflow} - \text{BOD Effluent})/\text{BOD Inflow}$

Effluent sent to Edmundson Golf Course: 12,872,000 gallons (an increase of 255% from FY17)

Received 52,160 gallons of septic waste from haulers

Leachate received from landfill: 285,600 gallons (a significant drop from FY17)

Solids handling: land applied in excess of 2.5M gallons of bio-solids from digester and EQ basin. Equivalent of 537 dry metric tons.

Northeast Plant:

Total Annual Flow: 319,500,000 gallons

Average Daily Flow: 875,342 gallons per day (Increase of 7% over the previous year)

Treatment efficiency of 95% (also increased from last year)

Oskaloosa Food Products Corporation:

Total Flow received: 13,547,000 (decrease of 21% from FY17)

Average Flow: 37,115 gallons per day

Bio-solids received: 288,000 gallons (increase of 26% from FY17)

Operations in the collection system:

Root foamed – 849' in-house 2400' performed by contractor

Root cut – 3155'

Jetted – 6300' in-house 3262' performed by contractor

30, 60, 90 day jetting of problem areas – 11,000'

Televised – 15,476.4'

Rebuilt 4 sanitary manholes as identified through the I & I report.

Replaced storm manhole lids with sanitary lids where identified through the I & I report.

Started repairing uncapped sanitary cleanout lids as identified in the I & I report.

Various point repairs completed throughout the system.

Replaced a failed manhole cone section in-house.

Investigated numerous complaints and potential issues which allowed staff to continue to develop plans for future needs and CIP work

Completed sewer main repairs at various locations throughout town.

Capital Projects:

Replaced pickup (which was cost shared with the Water Department).

Replaced sludge tanker.

Replaced sewer push camera for small lines.

Purchased sewer inspection headsets that allow for better communication and hearing protection while staff are in the field performing jetting services.

Purchased a pole camera to integrate with the current EnviroSight mainline camera system.

Purchased a PTO-driven lagoon pump to assist with sludge removal from the EQ basins.

Replaced the process air compressors at the south plant.

Installed security lighting at both plants and interior lights in the cold storage building at the south plant.

Replaced a section of the primary line from the sludge building to the digester at the south plant.

Replaced a variety of pumps and motors at both plants.

Replaced various roofs at both plants.

Installed automated chlorine feed for the Edmundson irrigation line.

Installed standby generation at the Armory and West End lift stations.

Installed automated emergency dialers for the lift stations that didn't have communications.

Started design for a University Park lift station upgrade.

EQ basin sludge removal at the southwest plant.

Developed short term improvement plans for both treatment plants with Fox Engineering.

Worked to complete the 2017 Sanitary Sewer Improvements

Started Phase 1 of the I &I work on the collection system.

Started Phase 2 of the I &I work on the collection system.

Working on design of Phase 3 with work to begin in 2019.

Fiscal Activity:

Plant Operation and Capital budget:	\$1,104,916.00	
Fiscal Activity:	<u>\$ 797,194.61</u>	72.15%
Budget Remaining:	\$ 307,721.39	(\$270,244.75 delayed capital)
Collections Operation and Capital Budget:	\$2,047,655.00	
Fiscal Activity:	<u>\$1,599,371.88</u>	78.11%
Budget Remaining:	\$ 448,283.12	(\$342,508.33 delayed capital)