

WATER BOARD OF TRUSTEES

Regular Meeting

June 10, 2019

4:00 PM

Location: 1208 South 7th St.

1. Approve Agenda.
2. Approve minutes of the May 13, 2019 regular meeting and June 1, 2019 special meeting
3. Approve invoices and Financial Statements.
4. Customer Forum.
5. Discussion and consideration of billing for 2094 Suffolk Road.
6. Discussion and consideration of billing for 307 1st Ave. E
7. Discussion and consideration of filling pool from hydrant at 813 North E St.
8. Discussion and consideration of pay application #2 for KLC construction.
9. Discussion and consideration of Consent waiver agreement with Ahlers and Cooney.
10. Discussion and consideration of Professional Services Agreement with Garden and Assoc. for distribution line upgrades on Edmundson North Project.
11. Discussion and consideration of wage rates and annual cost of living increase.
12. Discussion of wastewater operations.
13. General Manager's update.
14. Updates from members of the Board of Trustees.
15. Adjourn.

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. Time may be limited to 3 minutes.”

Agenda Item #5

Marlis DeBoef has a meter that had no consumption for five months. Staff called to check with her to see if the home was occupied on this account. The home was occupied so staff was sent out to look at the meter and determined the remote read head had failed resulting in a stuck reading for five months. The head was replaced and the reading from it was verified with the meter and resulted in 24 units of consumption. She had been paying a minimum bill for those months. The minimum bill is equivalent to 2 units. This was considered and was deducted from the total consumption and she was billed for the difference of 14 units.

Agenda Item #6

Jeremy DeRonde had a leak resulting in 244 units of water being used in April. He was granted a sewer adjustment due to the issue. The problem was resolved, and he is requesting a water bill adjustment for this property.

Agenda Item #7

Toni Edenholm would like to discuss with the board the use of hydrant flushing water to fill her swimming pool.

Agenda Item #8

Pay application #2 from KLC has been turned in. This is for work on the CIP project on North L St. and by HWY 432. The Total due is this pay app is \$69,021.11

Garden & Associates has reviewed the application and quantities and is presenting it to the Board for approval. It is staff recommendation to approve pay application #2 to KLC in the amount of \$69,021.11

Agenda Item #9

Ahlers and Cooney, P.C. have provided a consent waiver agreement in relation to them representing both the City of Oskaloosa and Oskaloosa Water Dept. in regard to the contract for the Edmundson North CIP that has been expanded to include the MSO fire line. This will allow both entities to be represented by one law firm.

Agenda Item #10

Garden has provided us with a professional services agreement in relation the Edmundson North project. The contract is written to not exceed a specified amount. The amount has been adjusted from what was originally budgeted to include the additional scope of work for the MSO fire line.

Agenda Item #11

This will be the first year for merit-based pay. There are two parts to this that will need to be considered to implement this. The first is the cost of living increase, which the merit-based increases will be calculated from. The second being the percentage of the wages budget that will be allocated to cover the merit-based increases. There was a 5% increase included into budgeting of the wages for the upcoming year. Below are what other nearby and similarly sized communities are doing for cost of living for the upcoming fiscal year;

City of Oskaloosa – 2.6%

Mahaska County – 1.5%

Ottumwa Water – 1.5%

Knoxville – 2.5%

City of Grinnell – 3%

It is my recommendation that the cost of living increase for this upcoming year be set at 1.5% based upon the methods approved by the board for implementation of merit-based pay. The BLS CPI for April of 2018 to April of 2019 was 1.5. Going with a 1.5% increase, the merit-based pay stays within the 1% merit pool that Chad had recommended last year.

Agenda Item #12

Collection System Operations;

This last month has been busy with excessive rain events. We have had several call of basement back up and manhole covers off. Staff has televised for manhole replacement on North L as it was identified we have a gas main running through the manhole. KLC has provided pricing to do this work. Additional televising was done has been done to investigate sink holes that have shown up. Staff has been getting prices to repair an exposed sewer main due to a storm culvert collapse and are coordinating this process with regards to the weather. Currently temporary stabilization is being used. Staff has been busy this month with plant maintenance and repair. CIT has completed spot line repair in our sewer system.

Plant Operations;

We have had an automated valve fail that controls flow to the EQ basin at the north plant. We are currently pricing the replacement of this item. Staff has replaced bearings on a North Plant raw pumps and replaced two solenoids that actuate the valves. A valve was replaced at the north plant sludge building. Demolition of the chlorine building at the north plant is ongoing, but all utilities have been cut and electrical has been moved. The air compressor replaced in the Digester is up and going. This will help with transferring of sludge from one side to the other and hopefully provide us with a better decant to run through the plant. The bar rake is down at the north plant due to a broken chain. This is a CIP item for the 19-20 fiscal year, and we are currently working with CL Carroll to get pricing on the install. I have pricing from the supplier on

the chain and hope to be moving forward with this project quickly. We did have several days of bypassing due to the rain we received. At this point we have stopped. All reporting to the DNR has been taken care of.

Storm Water Operations;

Staff has been working to keep storm intakes open and functioning. Several calls have been received about plugged intakes. An Email was received regarding a storm outlet structure and piping that has come apart, once it is dry enough it will be put back together and reinforced to try and prevent this issue from happening again. A sink hole was reported due to a broken storm pipe and staff has a locate currently called in for this and a repair will be done. Work has been started on the Edmundson Park storm line project, but it was not able to be completed yet due to weather.

Agenda Item #13

Distribution System Operations;

We have had 3 leaks within the last two weeks. Two of them were on HWY 23 and one was near 1102 A Ave. E. Staff is currently working to replace the chain on a basin at the plant. We have to take down two basins in order to do this, while they are both done our biannual maintenance has been done. Staff provided a new tap for a fire line at Fellowship bible Church. Staff has been working with KLC on the CIP for A Ave W and handling sampling as the new line is being opened up. Staff worked with wastewater staff to cap a waterline that used to feed the chlorine building at the north wastewater plant. Vehicle and Equipment maintenance was also performed. 42 meters were replaced in the last month.

Plant Operations;

Jeff, the new plant operator, has taken over operation of the plant this month. He has also submitted his paperwork to test for his grade 3. We currently have two basins down doing the repair work on the chains. While they are down, we have washed out both of them for our biannual cleaning. During this process it was discovered the drains were plugged on the basins and we have had them jetted out.

Randy Van Kooten has called and is expressing interest in cleaning out our backwash lagoon. He would use our waste lime for field application as he has fields close by.

Office Operations;

Ahlers and Cooney has drafted a contract between City of Oskaloosa, Oskaloosa Water Dept. and Musco. This contract is for the division of cost the expansion of cost on the Edmundson North Project which includes the new fire line for the MSO building. We are currently working on this and will present a final approval at the next board meeting. This month we had 50 shutoffs which is down 20 from last month. The Jumper are in for Oak Creek Village and we are working to schedule the install of this for the week of the 10th or 17th depending on what works for the park.

This last week we had a customer call in wanting to use a hydrant meter for filling a swimming pool. Currently there is nothing in the rules and regulations pertaining to the usage of meters for this. I feel this may be something we need to address. My concerns with this is that we will have general public with access to our hydrants and the potential of damages, also the concern of

location of hydrants to potential customer's houses could cause an issue with regards of running hoses across streets.

Agenda Item #14

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