

OSKALOOSA MUNICIPAL WATER DEPARTMENT

Phone: (641) 673-8476

Fax: (641) 673-4692

1208 South 7th Street • P.O. Box 708

OSKALOOSA, IOWA 52577

WATER BOARD OF TRUSTEES

Regular Meeting

October 14, 2019

4:00 PM

Location: 1208 South 7th St.

1. Approve Agenda.
2. Approve minutes of the September 9, 2019 regular meeting.
3. Consideration and discussion Pay Application #6, KLC Construction
4. Consideration and discussion of Pay Application #1, Cornerstone Excavating Inc.
5. Approve invoices and Financial Statements.
6. Customer Forum.
7. Health Insurance update – Jim Anderson
8. Discussion and Consideration of Professional Services Agreement for Water System Hydraulic Modeling; Garden & Associates
9. Hours of Operation; consideration and discussion of Resolution to change Hours of Operation
10. Wage Scale & Compensation Ratio Adjustment
11. General Manager's update.
CIP Update/ Security Measures
Comp Hours/ Exempt status
12. Updates from members of the Board of Trustees
13. Adjourn.

Agenda Item #3

Pay application #6 from KLC has been turned in. This is for work on the CIP project on North L St and HWY 432. The total due this pay app is \$41,842.75.

Garden and Associates has reviewed the application and is presenting it to the Board for approval. It is staff recommendation to approve pay application #4 to KLC in the amount of \$42,842.75

Agenda Item #4

Pay application #1 from Cornerstone Excavating has been turned in. This is for work on South M, South H, MSO line. The total due this pay app is \$211,964.90.

Garden and Associates has reviewed the application and is presenting it to the Board for approval. It is staff recommendation to approve pay application #1 to Cornerstone Excavating in the amount of \$211,964.90

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. Time may be limited to 3 minutes.”

Agenda Item #8

This item is for consideration and discussion of an Engineering agreement with Garden & Associates for hydraulic modeling and assisting OMWD in developing a straight-line flushing program. A straight-line program will help achieve enough feet per second to allow scouring of the watermain not accomplished through a hydrant maintenance flushing program

Agenda Item #9

I would like to change the hours of operation to more closely coincide with City operations.

Currently Sewer staff, and Plant operations work from 7:00 am – 3:30pm. I would like to propose that distribution operations work those same hours. I would like Water Office hours to change to 7:30 am – 4:00 pm. Both changes would be accompanied by a reduction in the lunch break from 1 hour to 30 minutes. We have had good success working across the lines of Sewer & Water departments, having the same work hours will help this operate more seamless. It will require a half hour overtime on shut-off day in case somebody comes in to reconnect after 3:30 pm. It will allow for earlier and lunch time appointments for meter changeouts.

Agenda Item #10

The next item for your consideration is a re-setting of the wage scale for OMWD. After review, OMWD scale is more generous than the AWWA scale or the area surveyed scale. I would propose the Board adopt the updated mid-market scale as well the new Compensation Ratio scale to keep our salaries in line with the industry norm.

Agenda Item #11

GM Update

I would like to update the Board with the latest CIP information. This shows the removal of the service truck from this year's CIP. Pickup trucks will move to 10-year cycle, with service trucks at 15 years. Equipment will be at 15-20-year cycles depending on an evaluation of equipment at 10 years. The larger watermain projects, such as the 20" main replacement will be spread over 2-year construction phases, as the actual construction time will be a 2-year time frame. I have included an estimate for a new security/access proposal in your packet. Homeland security will be doing evaluations on Public Water Supply's, and I would like for OMWD to be an example on this. DNR will be requiring some type of system. Our location near the Skunk river, prevents us from securing the area completely with a fence, so a camera/ rfid access system makes the most sense. It will also be used in the office/garage area. This is an area that contains a very large amount of money at times, and always has a very valuable amount of inventory.

Comp hours are something I would like to eliminate. Currently there are over 400 hours on the books, which is over a quarter of a year. This number will continue to grow and is an unfunded liability. I would propose eliminating the comp time and any accrued comp time be used before the end of the fiscal year, with a cutoff of May 31, 2020. Having full staff daily has been a problem, and elimination should help us remain at this staffing level. OMWD currently has a very good vacation and sick day package and will not fall short with the elimination of comp time. I have also asked Ahlers & Cooney for a review of exempt status of supervisory personnel. I believe the two supervisor positions are currently designated incorrectly.

Main beaks were the highlight of the last month, one on N 8th and one on S. Market early in the month. After initial system flushing in the last week of September, main breaks occurred on S 7th and a very large break on N Market by William Penn. Hydrant flushing was halted until Garden can assist with a straight-line flushing program, aimed at maximum scouring and less chance at main breaks.

Plant operations were normal again. Lead Operator Jeff Bitner has produced an SOP for all plant operations and created a checklist and sign-off for daily rounds at the Water Plant. This should lead to a higher level of accountability and Plant performance. OMWD has teamed with DMACC for a trial program, with an instructor from there coming here once week for 5 weeks for instruction for the Plant operator, GM, and water Supervisor for Class 3 treatment license training. This saved the Department the cost of 3 separate classes. Hopefully this program can be instituted on a regular basis.

Sewer operations continued with in-house short-term improvement projects. Supervisor Van Wyk has kept a very steady schedule going with all the DNR mandated projects. Some projects, such as the painting of the Clarifiers will be pushed back a fiscal year, those projects need lined up now for next summer, as the weather dictates when those can be done. Sewer staff again assisted with watermain breaks, and water staff has also helped with both sewer and storm sewer projects.

Our loss number is a bright spot for the month. I will be happy when this is a trend, not just a single month. The best part was a 4.6m gallon decrease in production, while we had a 1.1m gallon increase in metered water, including 340,000 gallons in billed gallons. This shows the effectiveness of fixing leaks, especially service line leaks in a timely manner.

OSKALOOSA MUNICIPAL WATER DEPARTMENT

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1208 South 7th Street • P.O. Box 708

OSKALOOSA, IOWA 52577

OSKALOOSA WATER BOARD REGULAR MEETING

9/9/2019

Members Present:

Jason Carter
Brad Hodges
Brandon Strasser
Kevin Tacke

Others Present:

Crystal Breuklander
Kelly Hefner

Ex-Officio Members Present:

Doug Yates
Dave Krutzfeldt

The Oskaloosa Water Department Board of Trustees met in regular session Monday September 9, 2019 with board members Tacke, Hodges, Strasser, and Carter present. The meeting was called to order at 4:07 pm.

A motion was made to approve the agenda by Brad Hodges, seconded by Jason Carter. Ayes; Carter, Hodges, Strasser, and Tacke. Nays; none. Motion passed.

A motion was made Jason Carter to approve the minutes of the August 12, 2019 meeting, seconded by Brad Hodges. Ayes; Hodges, Carter, Tacke, and Strasser. Nays; none. Motion passed.

The next item on the agenda was discussion and consideration of pay application #5 for KLC construction. A discussion was had about progress of the project, with GM Kelly Hefner stating the only holdup now was DOT approval for the bore across A avenue West. A motion to approve pay application # 5 to KLC construction in the amount of \$40038.70 was made by Brad Hodges, seconded by Kevin Tacke. Ayes; Carter, Tacke, Hodges, and Strasser. Nays; none. Motion passed.

Next item on the agenda was approve invoices and financial statements. A motion was made by Jason Carter to approve the invoices and Financial Statements, seconded by Kevin Tacke. Ayes; Tacke, Hodges, Carter and Strasser. Nays; none. Motion passed.

Next item on the agenda was Customer Forum, there was no discussion or action.

Next item on the agenda was 2019 Water System Improvement Reimbursement Agreement. Kevin Tacke stated it was a good agreement to set precedent that future infrastructure projects would be shared by the City of Oskaloosa and Oskaloosa Municipal Water Department. A discussion was had about possibly cash flowing the project, the consensus was it would be better to enter the agreement with the City of Oskaloosa and put the repayment schedule on the CIP. A motion was made by Kevin Tacke to approve the 2019 Water System Improvement Reimbursement agreement with the following change, remove the last sentence of paragraph 2.2, seconded by Brad Hodges. Ayes; Tacke Strasser, Hodges and Carter. Nays; none. Motion passed.

The next item was General Managers update. GM Kelly Hefner talked about the Loss report for July, informing the Board that the number should start declining as we get all numbers from water going out of the system, especially usage at the Lime building. The Board was also informed about standardizing of the Departments sampling equipment at the Water Treatment Plant. There was also a discussion of Cell Tower agreement for equipment on the Department Water Tanks.

The next item on the agenda was Updates from Board of Trustees. There was no discussion or action taken.

The next item for discussion was reorganization of the Board of Trustees. A motion was made by Kevin Tacke that Brad Hodges serve as Chairman, and Jason Carter serve as Secretary, seconded by Brad Hodges. Ayes; Hodges, Strasser, Carter and Tacke. Nays; none. Motion passed.

A motion was made to adjourn by Kevin Tacke, seconded by Brad Hodges. Ayes; Strasser, Tacke, Hodges and Carter. Nays; none. Motion passed.

Meeting adjourned at 4:33 PM

APPLICATION FOR PAYMENT NO. 6

To: Oskaloosa Municipal Water Department (JURISDICTION)
From: KLC Construction LLC. (CONTRACTOR)

Contract: Water System Improvement Project Oskaloosa Municipal Water Department
Project: Water System Improvement Project Oskaloosa Municipal Water Department

JURISDICTION's Contract No.: ENGINEER's Project No.: 4017338
For Work Accomplished Through the Date of: 9/27/2019

Table with 2 columns: Description and Amount. Rows include Original Contract Price (\$593,080.00), Net Change by Change Orders, Current Contract Price (\$593,080.00), Total Completed and Stored to Date (\$520,288.80), Retainage (5% of Completed Work: \$26,014.44), Total Completed and Stored to Date Less Retainage (\$494,274.36), Less Previous Application for Payments (\$452,431.61), and DUE THIS APPLICATION (6 MINUS 7) (\$41,842.75).

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from JURISDICTION on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered -- through -- inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application of Payment will pass to JURISDICTION at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to JURISDICTION indemnifying JURISDICTION against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Payment of the above AMOUNT DUE THIS APPLICATION is requested.

Dated: 9-27-19 KLC Construction LLC.
By: [Signature] (CONTRACTOR)

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 9-27-2019 Garden & Associates, Ltd.
By: [Signature] (ENGINEER)

Payment of the above AMOUNT DUE THIS APPLICATION is approved.

Dated: Oskaloosa Municipal Water Department
By: (JURISDICTION)

Pay Application 6
Water System Improvement Project
Oskaloosa Municipal Water Department

No.	Item	Unit	Estimated Quantity	Unit Price	Extended Price	Previous Application	This Period	Total Completed	Extended Price
1.	3010-108-C-0 Trench Foundation	TON	25	\$30.00	\$750.00	0.00	18.00	18.00	\$540.00
2.	3010-108-G-0 Trench Compaction Testing	LS	1	\$3,500.00	\$3,500.00	0.75	0.00	0.75	\$2,625.00
3.	4010-108-E-0 Sanitary Sewer Service Smb, PVC, 4" and 6"	LF	200	\$40.00	\$8,000.00	118.00	15.00	133.00	\$5,320.00
4.	5010-108-A-1 Water Main, Trenched, PVC, 6"	LF	65	\$70.00	\$4,550.00	16.00	0.00	16.00	\$1,120.00
5.	5010-108-A-1 Water Main, Trenched, PVC, 8"	LF	4,460	\$38.00	\$169,480.00	4457.00	0.00	4457.00	\$169,366.00
6.	5010-108-A-2 Water Main, Trenchless, DIP-RJ w/Nitrile Gaskets, 8"	LF	120	\$98.00	\$11,760.00	0.00	130.00	130.00	\$12,740.00
7.	5010-108-A-2 Water Main, Trenchless, PVC-RJ, 8"	LF	1,425	\$73.00	\$104,025.00	1265.00	140.00	1405.00	\$102,565.00
8.	5010-108-B-2 Water Main w/ Casing, Trenchless, PVC-RJ, 8", 15" PVC Casing	LF	60	\$99.00	\$5,940.00	40.00	0.00	40.00	\$3,960.00
9.	5010-108-B-2 Water Main w/ Casing, Trenchless, DIP-RJ w/Nitrile Gaskets, 8", 16" Steel Casing	LF	60	\$245.00	\$14,700.00	0.00	65.00	65.00	\$15,925.00
10.	XXXX-XXX-X-X Meter Pit (Install Only)	EA	4	\$1,200.00	\$4,800.00	5.00	0.00	5.00	\$6,000.00
11.	5010-108-E-1 Water Service Pipes, Trenched, Type K Copper, PE, 1"	EA	450	\$22.00	\$9,900.00	402.00	0.00	402.00	\$8,844.00
12.	5010-108-E-1 Water Service Pipes, Trenchless, Type K Copper, PE, 1"	EA	930	\$25.00	\$23,250.00	872.00	0.00	872.00	\$21,800.00
13.	5010-108-E-1 Water Service Pipes, Trenched, SDR 21 PVC, or PE, 2"	EA	30	\$25.00	\$750.00	16.00	0.00	16.00	\$400.00
14.	5010-108-E-2 Water Service Corporation, 1"	EA	41	\$400.00	\$16,400.00	27.00	0.00	27.00	\$10,800.00
15.	5010-108-E-2 Water Service Corporation, 2"	EA	1	\$750.00	\$750.00	1.00	0.00	1.00	\$750.00
16.	5010-108-E-3 Water Service Curb Stop and Box, 1"	EA	35	\$345.00	\$12,075.00	22.00	0.00	22.00	\$7,590.00
17.	5020-108-A-0 Gate Valve, 4" (Install Only)	EA	2	\$500.00	\$1,000.00	0.00	0.00	0.00	\$0.00
18.	5020-108-A-0 Gate Valve, 6" (Install Only)	EA	4	\$600.00	\$2,400.00	1.00	0.00	1.00	\$600.00
19.	5020-108-B-0 Gate Valve, 8" (Install Only)	EA	32	\$775.00	\$24,800.00	26.00	1.00	27.00	\$20,925.00
20.	5020-108-B-0 Tapping Valve Assembly, 12"x8"	EA	2	\$4,500.00	\$9,000.00	2.00	0.00	2.00	\$9,000.00
21.	5020-108-C-0 Fire Hydrant Assembly (Install Only)	EA	10	\$2,000.00	\$20,000.00	9.00	0.00	9.00	\$18,000.00
22.	5020-108-I-0 Fire Hydrant Assembly Removal	EA	3	\$750.00	\$2,250.00	1.00	0.00	1.00	\$750.00
23.	5020-108-K-0 Valve Box Removal	EA	6	\$100.00	\$600.00	4.00	0.00	4.00	\$400.00
24.	XXXX-XXX-X-X Existing Meter Pit Removal	EA	1	\$250.00	\$250.00	0.00	0.00	0.00	\$0.00
25.	XXXX-XXX-X-X Connection No. 1	LS	1	\$3,000.00	\$3,000.00	0.00	0.00	0.00	\$0.00
26.	XXXX-XXX-X-X Connection No. 2	LS	1	\$1,000.00	\$1,000.00	1.00	0.00	1.00	\$1,000.00
27.	XXXX-XXX-X-X Connection No. 3	LS	1	\$1,000.00	\$1,000.00	1.00	0.00	1.00	\$1,000.00
28.	XXXX-XXX-X-X Connection No. 4	LS	1	\$2,800.00	\$2,800.00	1.00	0.00	1.00	\$2,800.00
29.	XXXX-XXX-X-X Connection No. 5	LS	1	\$2,800.00	\$2,800.00	1.00	0.00	1.00	\$2,800.00
30.	XXXX-XXX-X-X Connection No. 6	LS	1	\$1,000.00	\$1,000.00	0.00	1.00	1.00	\$1,000.00
31.	XXXX-XXX-X-X Connection No. 7	LS	1	\$2,800.00	\$2,800.00	0.00	0.00	0.00	\$0.00
32.	XXXX-XXX-X-X Connection No. 8	LS	1	\$2,800.00	\$2,800.00	0.00	0.00	0.00	\$0.00
33.	XXXX-XXX-X-X Connection No. 9	LS	1	\$2,800.00	\$2,800.00	0.00	0.00	0.00	\$0.00
34.	XXXX-XXX-X-X Connection No. 10	LS	1	\$1,000.00	\$1,000.00	1.00	0.00	1.00	\$1,000.00
35.	7020-108-B-0 Pavement, HMA, 4" Thick	SY	130	\$80.00	\$10,400.00	0.00	0.00	0.00	\$0.00
36.	7030-108-A-0 Removal of Sidewalk	SY	134	\$5.00	\$670.00	22.67	89.00	111.67	\$558.35
37.	7030-108-A-0 Removal of Driveway	SY	272	\$10.00	\$2,720.00	293.11	8.00	293.11	\$2,931.10
38.	7030-108-E-0 Sidewalk, PCC, 4" Thick	SY	106	\$45.00	\$4,770.00	13.33	8.00	21.33	\$959.85
39.	7030-108-E-0 Sidewalk, PCC, 6" Thick	SY	38	\$70.00	\$2,660.00	9.12	0.00	9.12	\$638.40
40.	7030-108-G-0 Detectable Warning	SF	40	\$50.00	\$2,000.00	24.00	0.00	24.00	\$1,200.00
41.	7030-108-H-1 Driveway, Paved, PCC, 6" Thick	SY	207	\$60.00	\$12,420.00	193.88	15.00	208.88	\$12,532.80
42.	7030-108-H-2 Driveway, Granular (Class A)	TON	80	\$30.00	\$2,400.00	87.00	0.00	87.00	\$2,610.00
43.	7030-108-H-2 Roadway, Granular (Macadam Stone Base)	TON	35	\$30.00	\$1,050.00	0.00	0.00	0.00	\$0.00
44.	7040-108-A-0 Full Depth Patches	SY	160	\$100.00	\$16,000.00	213.74	0.00	213.74	\$21,374.00
45.	7040-108-B-0 Subbase Overexcavation	TON	52	\$30.00	\$1,560.00	58.31	0.00	58.31	\$1,749.30
46.	8030-108-A-0 Temporary Traffic Control	LS	1	\$15,000.00	\$15,000.00	1.00	0.00	1.00	\$15,000.00
47.	9010-108-B-0 Hydraulic Seeding, Fertilizing, and Mulching	LS	1	\$7,500.00	\$7,500.00	0.75	0.00	0.75	\$5,625.00
48.	9040-108-A-1 SWPPP Preparation	LS	1	\$2,000.00	\$2,000.00	1.00	0.00	1.00	\$2,000.00
49.	9040-108-A-1 SWPPP Management	LS	1	\$15,000.00	\$15,000.00	0.75	0.00	0.75	\$11,250.00
50.	9040-108-N-1 Silt Fence	LF	2,000	\$6.00	\$12,000.00	630.00	0.00	630.00	\$3,780.00
51.	9040-108-N-2 Silt Fence, Removal of Sediment	LF	2,000	\$2.00	\$4,000.00	1460.00	270.00	1730.00	\$3,460.00
52.	9040-108-N-3 Silt Fence, Removal of Device	LF	2,000	\$2.00	\$4,000.00	0.00	0.00	0.00	\$0.00
53.	11,020-108-A Mobilization	LS	1	\$5,000.00	\$5,000.00	1.00	0.00	1.00	\$5,000.00
TOTAL BID - DIVISION 2					\$593,080.00				\$520,288.80



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

September 30, 2019

Kelly Hefner, General Manager
Oskaloosa Municipal Water Department
1208 S. 7th Street
Oskaloosa, IA 52577

Re: 2019 Water System Improvements
South H Street, South M Street and 11th Avenue West
Oskaloosa Municipal Water Department
Oskaloosa, Iowa
G&A 4019086

Dear Kelly:

Enclosed herewith are three (3) copies of Pay Application No. 1 submitted by Cornerstone Excavating, Inc, for the referenced project. The application is in the amount of \$211,964.90 and is for the work completed through September 27, 2019.

Should the board approve the application sign all three copies and distribute as follows: One (1) set is for your records, return one (1) set to Garden & Associates, and forward one (1) set with payment to Cornerstone Excavating.

If you have any questions, please contact me at 641-672-2526.

Sincerely,
GARDEN & ASSOCIATES, LTD.

Jack Pope, P.E.

Enc: Pay Application No. 1 (3 copies)

JP/

APPLICATION FOR PAYMENT NO. 1

To: Oskaloosa Municipal Water Department (JURISDICTION)
From: Cornerstone Excavating, Inc. (CONTRACTOR)
Contract: 2019 Water System Improvement - South H Street, Sout M Street & 11th Avenue West
Project: 2019 Water System Improvement - South H Street, Sout M Street & 11th Avenue West

JURISDICTION's Contract No.: ENGINEER's Project No.: 4019086

For Work Accomplished Through the Date of:

Table with 2 columns: Description and Amount. Rows include Original Contract Price (\$522,826.75), Total Completed and Stored to Date (\$223,120.95), and DUE THIS APPLICATION (6 MINUS 7) (\$211,964.90).

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from JURISDICTION on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered -- through -- inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application of Payment will pass to JURISDICTION at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to JURISDICTION indemnifying JURISDICTION against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Payment of the above AMOUNT DUE THIS APPLICATION is requested.

Dated: 9-27-19 Cornerstone Excavating, Inc. By: [Signature] (CONTRACTOR)

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 9-27-2019 Garden & Associates, Ltd. By: [Signature] (ENGINEER)

Payment of the above AMOUNT DUE THIS APPLICATION is approved.

Dated: Oskaloosa Municipal Water Department (JURISDICTION) By:

Pay Application 1
2019 Water System Improvements
South H Street, South M Street and 11th Avenue West
Oskaloosa Municipal Water Department
Oskaloosa, Iowa

No.	Item	Unit	Estimated Quantity	Unit Price	Extended Price	Previous Application	This Period	Total Completed	Extended Price
1.	3010-108-C-0 Trench Foundation	TON	25	\$25.50	\$637.50	0.00	0.00	0.00	\$0.00
2.	3010-108-G-0 Trench Compaction Testing	LS	1	\$8,250.00	\$8,250.00	0.25	0.00	0.25	\$2,062.50
3.	4010-108-E-0 Sanitary Sewer Service Stub, PVC, 4" and 6"	LF	200	\$53.05	\$10,610.00	5.00	0.00	5.00	\$265.25
4.	5010-108-A-1 Water Main, Trenched, PVC, 4"	LF	30	\$52.60	\$1,578.00	2.00	0.00	2.00	\$105.20
5.	5010-108-A-1 Water Main, Trenched, PVC, 6"	LF	15	\$55.25	\$828.75	0.00	0.00	0.00	\$0.00
6.	5010-108-A-1 Water Main, Trenched, PVC, 8"	LF	2,410	\$39.25	\$94,592.50	1666.00	0.00	1666.00	\$65,390.50
7.	5010-108-A-1 Water Main, Trenched, PVC, 12"	LF	20	\$235.00	\$4,700.00	0.00	0.00	0.00	\$0.00
8.	5010-108-A-2 Water Main, Trenchless, RJ PVC, 8"	LF	1,110	\$64.00	\$71,040.00	1020.00	0.00	1020.00	\$65,280.00
9.	5010-108-A-2 Water Main, Trenchless, RJ PVC, 12"	LF	1,225	\$88.00	\$107,800.00	410.00	0.00	410.00	\$36,080.00
10.	5010-108-B-2 Water Main with Casing Pipe, Trenchless, RJ PVC, 8" (16" Steel Casing Pipe)	LF	75	\$429.00	\$32,175.00	0.00	0.00	0.00	\$0.00
11.	XXXX-XXX-X-X Meter Pit (Install Only)	EA	3	\$750.00	\$2,250.00	0.00	0.00	0.00	\$0.00
12.	5010-108-E-1 Water Service Pipe, Trenched, Type K Copper or Polyethylene, 1"	LF	115	\$21.00	\$2,415.00	0.00	0.00	0.00	\$0.00
13.	5010-108-E-1 Water Service Pipe, Trenchless, Type K Copper or Polyethylene, 1"	LF	450	\$26.00	\$11,700.00	0.00	0.00	0.00	\$0.00
14.	5010-108-E-1 Water Service Pipe, Trenched, Type K Copper or Polyethylene, 2"	LF	10	\$120.00	\$1,200.00	0.00	0.00	0.00	\$0.00
15.	5010-108-E-2 Water Service Corporation, 1"	EA	14	\$375.00	\$5,250.00	0.00	0.00	0.00	\$0.00
16.	5010-108-E-2 Water Service Corporation, 2"	EA	1	\$950.00	\$950.00	0.00	0.00	0.00	\$0.00
17.	5010-108-E-3 Water Service Curb Stop and Box, 1"	EA	14	\$350.00	\$4,900.00	0.00	0.00	0.00	\$0.00
18.	5020-108-A-0 Gate Valve, 4" (Install Only)	EA	1	\$345.00	\$345.00	1.00	0.00	1.00	\$345.00
19.	5020-108-A-0 Gate Valve, 8" (Install Only)	EA	13	\$875.00	\$6,175.00	11.00	0.00	11.00	\$5,225.00
20.	5020-108-A-0 Gate Valve, 12" (Install Only)	EA	2	\$475.00	\$950.00	0.00	0.00	0.00	\$0.00
21.	5020-108-B-0 Tapping Valve Assembly, 4" x 4"	EA	1	\$1,750.00	\$1,750.00	0.00	0.00	0.00	\$0.00
22.	5020-108-B-0 Tapping Valve Assembly, 6" x 6"	EA	1	\$3,500.00	\$3,500.00	1.00	0.00	1.00	\$3,500.00
23.	5020-108-B-0 Tapping Valve Assembly, 8" x 4"	EA	2	\$3,650.00	\$7,300.00	0.00	0.00	0.00	\$0.00
24.	5020-108-B-0 Tapping Valve Assembly, 8" x 8"	EA	1	\$3,800.00	\$3,800.00	0.00	0.00	0.00	\$0.00
25.	5020-108-B-0 Tapping Valve Assembly, 12" x 12"	EA	1	\$4,500.00	\$4,500.00	1.00	0.00	1.00	\$3,800.00
26.	5020-108-C-0 Fire Hydrant Assembly (Install Only)	EA	1	\$1,850.00	\$1,850.00	1.00	0.00	1.00	\$4,500.00
27.	5020-108-L-0 Fire Hydrant Assembly Removal	EA	6	\$1,000.00	\$6,000.00	3.00	0.00	3.00	\$5,550.00
28.	XXXX-XXX-X-X Connection No. 1	EA	1	\$3,500.00	\$3,500.00	0.00	0.00	0.00	\$0.00
29.	XXXX-XXX-X-X Connection No. 2	EA	1	\$4,000.00	\$4,000.00	0.00	0.00	0.00	\$0.00
30.	XXXX-XXX-X-X Connection No. 3	EA	1	\$4,250.00	\$4,250.00	0.00	0.00	0.00	\$0.00
31.	XXXX-XXX-X-X Connection No. 4	EA	1	\$2,750.00	\$2,750.00	0.00	0.00	0.00	\$0.00
32.	XXXX-XXX-X-X Connection No. 5	EA	1	\$2,475.00	\$2,475.00	1.00	0.00	1.00	\$2,475.00
33.	7030-108-A-0 Removal of Sidewalk	SY	31	\$10.00	\$310.00	0.00	0.00	0.00	\$0.00
34.	7030-108-A-0 Removal of Driveway	SY	50	\$15.00	\$750.00	50.00	0.00	50.00	\$750.00
35.	7030-108-E-0 Sidewalk, PCC, 4" Thick	SY	15	\$85.00	\$1,275.00	0.00	0.00	0.00	\$0.00
36.	7030-108-E-0 Sidewalk, PCC, 5" Thick	SY	10	\$105.00	\$1,050.00	0.00	0.00	0.00	\$0.00
37.	7030-108-E-0 Sidewalk, PCC, 6" Thick	SY	6	\$135.00	\$810.00	0.00	0.00	0.00	\$0.00
38.	7030-108-G-0 Detectable Warning	SF	16	\$60.00	\$960.00	0.00	0.00	0.00	\$0.00
39.	7030-108-H-1 Driveway, Paved, PCC, 6" Thick	SY	50	\$95.00	\$4,750.00	50.00	0.00	50.00	\$4,750.00
40.	7030-108-H-2 Driveway, Granular (Class A Crushed Stone, IDOT Gradation No. 11)	TON	15	\$22.50	\$337.50	5.00	0.00	5.00	\$112.50
41.	7040-108-A-0 Full Depth Patches, PCC	SY	265	\$110.00	\$29,150.00	38.00	0.00	38.00	\$4,180.00
42.	7040-108-B-0 Subbase Overexcavation	TON	85	\$22.50	\$1,912.50	0.00	0.00	0.00	\$0.00
43.	8030-108-A-0 Temporary Traffic Control	LS	1	\$11,000.00	\$11,000.00	0.50	0.00	0.50	\$5,500.00
44.	9010-108-B-0 Hydraulic Seeding, Fertilizing, and Mulching	LS	1	\$20,000.00	\$20,000.00	0.00	0.00	0.00	\$0.00
45.	9040-108-N-1 Silt Fence	LF	500	\$5.00	\$2,500.00	400.00	0.00	400.00	\$2,000.00
46.	9040-108-N-2 Silt Fence, Removal of Sediment	LF	500	\$2.50	\$1,250.00	0.00	0.00	0.00	\$0.00
47.	9040-108-N-3 Silt Fence, Removal of Device	LF	500	\$2.50	\$1,250.00	0.00	0.00	0.00	\$0.00
48.	9060-108-D-0 Removal and Reinstallation of Existing Fence	LF	30	\$40.00	\$1,200.00	0.00	0.00	0.00	\$0.00
49.	11,020-108-A Mobilization	LS	1	\$22,500.00	\$22,500.00	0.50	0.00	0.50	\$11,250.00
TOTAL BID					\$522,826.75				\$22,120.95

OSKALOOSA WATER DEPARTMENT



Wellmark Blue Cross Blue Shield of Iowa
Wellmark Health Plan of Iowa, Inc.
Independent Licensees of the Blue Cross and
Blue Shield Association

Account Key: 26269
Effective Date: 01/01/2020
Representative: KHI Solutions LLC
Group Number: 032338-0000

Notice of Renewal Rates

Health Benefits 1 Current *

Benefit Code: **EQX/GRQ - Preferred**
 Deductible: \$1500/\$3000
 Coinsurance: 10% IN 20% OUT
 OPM: \$3000/\$6000
 Preventive: Yes
 OV Copay: \$15
 ER Copay: \$100
 RX Description: \$10/\$25/\$40

01/01/2019
 \$735.83
 Employee:
 Employee/Spouse:
 Employee/Child(ren):
 Emp/Spouse/Child(ren):

Health Benefits 1 Renewal

Benefit Code: **EQX/RQ7 - Preferred**
 Deductible: \$1500/\$3000
 Coinsurance: 10% IN 20% OUT
 OPM: \$3000/\$6000
 Preventive: Yes
 OV Copay: \$15
 ER Copay: \$100
 RX Description: \$10/\$25/\$40

GF
01/01/2020
 Employee: \$612.38
 Employee/Spouse: \$1,254.15
 Employee/Child(ren): \$1,159.23
 Emp/Spouse/Child(ren): \$1,879.39
 % of Change: -16.78%

* This group's current benefit is no longer available. A benefit has been chosen as this group's renewal benefit and is shown above. If the group does not want to renew with this benefit, please ask about alternate options available to this group.



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

September 27, 2019

Kelly Hefner, General Manager
Oskaloosa Municipal Water Department
1208 S. 7th Street
Oskaloosa, IA 52577

Re: Water System Hydraulic Modeling
Oskaloosa Municipal Water Department
Oskaloosa, Iowa
G&A 4019259

Dear Kelly:

Enclosed herewith are two (2) copies of the Professional Services Agreement for the above referenced project.

Please sign both copies, return one copy to Garden & Associates, and retain the other copy for your files.

If you have any questions, please contact me at 641-672-2526.

Sincerely,
GARDEN & ASSOCIATES, LTD.

Jack Pope, P.E.

Enc: Engineering Agreement (2 copies)

JP/lm

PROFESSIONAL SERVICES AGREEMENT

This agreement made between Oskaloosa Municipal Water Department (OMWD)

the CLIENT and GARDEN & ASSOCIATES, LTD., the CONSULTANT, for services concerning the following PROJECT:

Water System Hydraulic Modeling

GARDEN & ASSOCIATES, LTD. agrees to perform the following professional services in connection with the PROJECT:

Perform hydraulic modeling to assist CLIENT in determining valves too close to assist with hydrant flushing and main cleaning.

The CLIENT hereby agrees to provide the CONSULTANT all criteria, design and construction standards, and full information as to the CLIENT'S requirements for the PROJECT. Other terms and conditions of this contract are as follows:

OMWD will provide water usage records to CONSULTANT

The CLIENT agrees to compensate the CONSULTANT for services rendered under this agreement on the following basis:

Standard hourly rates plus reimbursable expenses for a not to exceed fee of \$12,500.

THIS AGREEMENT IS SUBJECT TO ALL THE TERMS AND CONDITIONS ATTACHED HERETO.

This agreement represents the entire and integrated agreement between the CLIENT and the CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the CLIENT and the CONSULTANT.

CLIENT

DATE



FOR GARDEN & ASSOCIATES, LTD.

9-27-2019

DATE

ATTACHMENT TO AGREEMENT FOR PROFESSIONAL SERVICES GENERAL CONDITIONS

Reference Conditions: Garden & Associates, Ltd. will hereinafter be referenced as CONSULTANT and the above referenced CLIENT will be referred to as CLIENT. The Project may be hereinafter referenced either as the "Project" or by abbreviation as above set forth.

Change Order: The term "Change Order" as used herein is a written order to CONSULTANT and signed by CONSULTANT and CLIENT, after execution of this Agreement, authorizing a change in the services, including additions or deletions and/or change of prices for such services. Each Change Order shall be considered an amendment to this Agreement.

Severability: The provision of this Agreement shall be severable, and if any clause, sentence, paragraph, provision, or other part hereto shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder hereof, which remainder shall continue in full force and effect.

Billings/Payments: Invoices for services shall be submitted at CONSULTANT's option either upon completion of such services or on periodic basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, CONSULTANT may, without waiving any claim or right against the CLIENT and without liability whatsoever to the CLIENT, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments: Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.50% on the then unpaid balance (18.0% true annual rate) at the sole election of CONSULTANT. In the event any portion or all of an account remains unpaid 90 days after billing, the CLIENT shall pay all costs of collection including reasonable attorney's fees.

Waiver: No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, warranty, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing.

Applicable Law: The validity, performance, and construction of this Agreement shall be governed by and construed according to the laws of the State of Iowa.

Standard of Care: Services performed by CONSULTANT under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty of guarantee is included or intended in this Agreement, or in any report, opinion document, or otherwise.

Professional Liability: CLIENT agrees to limit CONSULTANT's liability to CLIENT and to all construction contractors and subcontractors on the "Project" arising from negligent professional acts, errors, or omissions, such that CONSULTANT's total aggregate liability shall not exceed \$50,000.00 or the total fee for this contract, whichever is greater.

Indemnification: The CLIENT shall indemnify and hold harmless CONSULTANT and all of its personnel from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss, or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the CLIENT or anyone directly or indirectly employed by the CLIENT (except CONSULTANT). CONSULTANT shall indemnify and hold harmless the CLIENT and all of its personnel from and against damages, losses and expenses arising out of or resulting from the performance of the services, up to the limit of liability agreed to under the professional liability section of this contract, provided that any such claim, damage, loss, or expense is caused in whole or in part by the negligent act, omission of CONSULTANT or anyone directly or indirectly employed by CONSULTANT (except the CLIENT). In any instance where there is a claim for damages, losses, and expenses resulting from the proven negligent acts of both the CLIENT and CONSULTANT, then the responsibility shall lie between the CLIENT and CONSULTANT in proportion to their contribution of negligence. In no case shall CONSULTANT's liability exceed the limit of liability established under the Professional Liability Section of this contract, and in no event shall liability exist for any lost profits or loss of use.

Terms: Unless sooner terminated or extended as provided herein, this Agreement shall remain in full force and affect from the date first written on the Agreement until the date of completion of the services or either party becomes insolvent, make an assignment for the benefit of creditors, or a bankruptcy petition is filed by or against it. Either party may terminate the Agreement at any time by giving written notice of such termination to the other party. Upon such termination of this Agreement, CLIENT shall pay and reimburse CONSULTANT for services rendered and costs incurred by CONSULTANT prior to the effective date of termination. The indemnification of CONSULTANT by CLIENT wherever stated herein shall survive the termination of this Agreement regardless of cause of termination.

Without Representation or Warranty: CONSULTANT makes no representation or warranty of any kind, including but not limited to, the warranties of fitness for a particular purpose or merchantability, nor for such warranties to be implied with respect to the data or service furnished. CONSULTANT assumes no responsibility with respect to CLIENT's use thereof.

Applicability: These General Conditions, being part of an Agreement for Professional Services between the parties above listed, shall by agreement of said parties delete paragraphs that have been crossed out and initialed by both parties as not being applicable to this Project. In all other instances, the parties reaffirm the listed paragraphs in this document.

On-site Observation: In the event that any on-site observation of Contractors' work shall be included as a part of these services, the CONSULTANT shall endeavor to guard the CLIENT against apparent defects and deficiencies in the permanent work constructed by the Contractor but does not guarantee or warrant the performance of the Contractor. The CONSULTANT is not responsible for the construction means, methods, techniques, sequence or procedures, time of performance, programs, or for any safety precautions in connection with the construction work. The CONSULTANT is not responsible for the Contractor's failure to execute the work in accordance with the construction contract, nor is the CONSULTANT responsible for defects or omissions in work performed as part of any construction contract by the Contractor, or any Subcontractors or any of the Contractor's or Subcontractor's employees, or that of any person or entities responsible for performing such work.

Time of Performance: Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events beyond the control of the other or the other's employees and agents.

Opinion of Construction Cost: Any Opinion of Construction Cost prepared by the CONSULTANT represents his judgment as a design professional and is supplied for the general guidance of the CLIENT. Since the CONSULTANT has no control over the cost of labor and material or over competitive bidding or market conditions, the CONSULTANT does not guarantee the accuracy of such opinions as compared to Contractor bids or actual cost to client.

Additional Services: Normal and customary services do not include services as defined as Additional Services. Additional Services shall be performed as requested in writing by the CLIENT and shall be billed to the CLIENT on an hourly basis at hourly fees set forth in the CONSULTANT's Standard Fee Schedule or as set forth in a written Scope of Services defined by the CLIENT and the CONSULTANT.

Fee Schedule: Where lump sum fees have been agreed to between the parties, they shall be so designated in the Agreement attached hereto and by reference made a part hereof. Where fees are based upon hourly charges and reimbursable expenses for services and costs incurred by CONSULTANT, they shall be based on the annually adopted Standard Rate Schedule of CONSULTANT for the period from March 1st through February 28th of each year. The Standard Rate Schedule will annually be subject to change each March 1st of each year.

Enforcement: In the event Client should fail to perform any obligation hereunder, Client agrees to pay all costs of enforcement, including CONSULTANT's reasonable attorney fees and court costs. The parties further agree that in the event of litigation thereon, that the District Court of Mahaska County shall have exclusive jurisdiction, unless waived in writing by CONSULTANT.

OSKALOOSA MUNICIPAL WATER DEPARTMENT

Phone: (641) 673-8476

Fax: (641) 673-4692

1208 South 7th Street • P.O. Box 708
OSKALOOSA, IOWA 52577

Resolution # 1911

RESOLUTION ADOPTING THE OSKALOOSA MUNICIPAL WATER DEPARTMENT HOURS OF OPERATION

BE IT HEREBY RESOLVED, by the Water Board of Trustees of the Oskaloosa Municipal Water Department, that the Oskaloosa Municipal Water Department rules and regulations # 2.40, 2.41 and 2.43 be updated to reflect the new office closing hour of 4 pm, and that OMWD employee handbook be updated to reflect the new hours of operation:

Maintenance and Plant staff 7:00 am – 3:30 pm

Office administration 7:30-4:00 pm

Passed and approved this 14th day of October, 2019.

Chairman of the Board

ATTEST:

Board Member

current wage schedule

Position	80%	Averaged Market Mid Point	115%	FY19-20 Pay	% of Mid Point
Customer Service Representative	\$ 33,910.73	\$ 42,388.41	\$ 48,746.67	\$ 33,904.00	80%
Billing Clerk	\$ 36,349.85	\$ 45,437.31	\$ 52,252.90	\$ 36,441.60	80%
Office Manager (Top Finance Executive)	\$ 67,078.22	\$ 83,847.77	\$ 96,424.94	\$ 84,968.00	101%
Water/Wastewater Maintenance I	\$ 42,244.45	\$ 52,805.56	\$ 60,726.39	\$ 53,435.20	101%
Water/Wastewater Maintenance II	\$ 46,850.63	\$ 58,563.29	\$ 67,347.78	\$ 56,846.40	97%
Water Operations Manager	\$ 65,338.79	\$ 81,673.49	\$ 93,924.51	\$ 63,999.52	78%
Collection Supervisor	\$ 59,559.89	\$ 74,449.86	\$ 85,617.34	\$ 62,000.64	83%
Water Treatment Operator - Senior	\$ 50,336.99	\$ 62,921.24	\$ 72,359.43	\$ 58,240.00	93%
(or III, or Lead) Grade III Treatment License or higher	\$ 46,430.01	\$ 58,037.51	\$ 66,743.13	\$ 71,884.80	124%
Wastewater Treatment Operator - Senior	\$ 87,082.92	\$ 108,853.64	\$ 125,181.69	\$ 85,000.00	78%
(or III, or Lead) Grade IV Treatment License					
General Manager					

Proposed wage schedule

Position	80%	Averaged Market Mid Point	115%	FY19-20 Pay	% of Mid Point
Customer Service Representative	\$ 33,910.73	\$42,388.41	\$ 48,746.67	\$ 33,904.00	80%
Billing Clerk	\$ 36,349.85	\$45,437.31	\$ 52,252.91	\$ 36,441.60	80%
Office Manager (Top Finance Executive)	\$ 67,064.80	\$83,831.00	\$ 96,405.65	\$ 84,968.00	101%
Water/Wastewater Maintenance I	\$ 37,048.00	\$46,310.00	\$ 53,256.50	\$ 56,284.80	122%
Water/Wastewater Maintenance II	\$ 41,598.14	\$51,997.68	\$ 59,797.33	\$ 59,696.00	115%
Water Operations Manager	\$ 56,141.86	\$70,177.32	\$ 80,703.92	\$ 74,609.60	106%
Collection Supervisor	\$ 56,141.86	\$70,177.32	\$ 80,703.92	\$ 73,403.20	105%
Water Treatment Operator - Senior (or III, or Lead) Grade III Treatment License or higher	\$ 50,287.39	\$62,859.24	\$ 72,288.13	\$ 58,240.00	93%
Wastewater Treatment Operator - Senior (or III, or Lead) Grade IV Treatment License	\$ 47,811.17	\$59,763.96	\$ 68,728.55	\$ 75,379.20	126%
General Manager	\$ 76,970.40	\$96,213.00	\$ 110,644.95	\$ 85,000.00	88%

Old Compensation Ratio Instructions for Merit Pay

% of Mid-Point for Position	Performance Evaluation Results						
	Unsatisfactory	Improvement Required	Fully Satisfactory	Commendable	Distinguished		
	Below 2.5	2.51 - 2.90	2.91 - 3.10	3.11 - 3.50	3.51 - 4.33		
80.00% - 83.33%	0	1.5	1.8	2.2	3		
83.34% - 86.66%	0	1.4	1.8	2.1	2.8		
86.67% - 90.00%	0	1.3	1.7	2	2.6		
90.01% - 93.33%	0	1.2	1.6	1.9	2.4		
93.34% - 96.66%	0	1.1	1.5	1.8	2.2		
96.67% - 100.00%	0	1	1.4	1.7	2		
100.01% - 103.33%	0	0.9	1.3	1.6	1.9		
103.34% - 106.66%	0	0.8	1.2	1.5	1.8		
106.67% - 110.00%	0	0.7	1.1	1.4	1.7		
110.01% - 112.50%	0	0.6	1	1.3	1.6		
112.50% - 115.00%	0	0.5	1	1.2	1.5		

Any employee with a score below 2.91 requires a reassessment within 90 days. If still at or below a 2.80 after 90 days employee will be terminated. The values in this chart will be used as multiplication factors when determining Merit Pay.

- Only employees with an initial evaluation score below 2.91 will be re-evaluated in 90 days.
- Employees with a fully satisfactory or higher evaluation will not be able to seek re-evaluation for a larger increase.
- New hourly employees will be hired at the 80% threshold of current market mid point.
- Hourly employees should be able to progress to market mid point by Year 5 of employment.
- Management employees should be hired at 90% of current market mid point. (Negotiations as per Board approval)
- Management employees should be able to progress to market mid point by Year 3 of employment.
- Use accompanying documents as found in Merit Pay Instructions folder for assistance.
- Board will approve annual COLA which will be based largely on Bureau of Labor Statistics Consumer Price Index.
- Board will approve size of annual Merit Pool (estimated at 1% of overall labor budget)
- The General Manager will administer merit increases and stay within budgeted resources.
- General Manager will adjust Merit pay Market pay scale annually based on Board approved increase for tracking.

New Compensation Ratio Instructions for Merit Pay

% of Mid-Point for Position	Performance Evaluation Results					
	Unsatisfactory	Improvement Required	Fully Satisfactory	Commendable	Distinguished	
	Below 2.5	2.51 - 2.90	2.91 - 3.10	3.11 - 3.50	3.51 - 4.33	
80.00% - 83.33%	0	1	1.8	2	2.2	2
83.34% - 86.66%	0	0.9	1.8	1.9	2.1	2.1
86.67% - 90.00%	0	0.8	1.7	1.8	2	2
90.01% - 93.33%	0	0.7	1.6	1.7	1.9	1.9
93.34% - 96.66%	0	0.6	1.5	1.6	1.8	1.8
96.67% - 100.00%	0	0.5	1.4	1.5	1.7	1.7
100.01% - 103.33%	0	0.4	1.3	1.4	1.6	1.6
103.34% - 106.66%	0	0.3	1.2	1.3	1.5	1.5
106.67% - 110.00%	0	0.2	1.1	1.2	1.4	1.4
110.01% - 112.50%	0	0.1	1	1.1	1.2	1.2
112.50% - 115.00%	0	0	1	1	1	1

Any employee with a score below 2.91 requires a reassessment within 90 days. If still at or below a 2.80 after 90 days employee will be terminated. The values in this chart will be used as multiplication factors when determining Merit Pay.

- Only employees with an initial evaluation score below 2.91 will be re-evaluated in 90 days.
- Employees with a fully satisfactory or higher evaluation will not be able to seek re-evaluation for a larger increase.
- New hourly employees will be hired at the 80% threshold of current market mid point.
- Hourly employees should be able to progress to market mid point by Year 5 of employment.
- Management employees should be hired at 90% of current market mid point. (Negotiations as per Board approval)
- Management employees should be able to progress to market mid point by Year 3 of employment.
- Use accompanying documents as found in Merit Pay Instructions folder for assistance.
- Board will approve annual COLA which will be based largely on Bureau of Labor Statistics Consumer Price Index.
- Board will approve size of annual Merit Pool (estimated at 1% of overall labor budget)
- The General Manager will administer merit increases and stay within budgeted resources.
- General Manager will adjust Merit pay Market pay scale annually based on Board approved increase for tracking.

	wage survey	OMWD Mid Point	OMWD actual	AWWA Mid Point2019	% OMWD actual over AWWA Mid	% over area avg
Customer service rep		\$42,388.41	\$33,904.00	*****		
billing clerk		\$44,765.82	\$36,441.60	*****		
office manager		\$83,847.77	\$84,968.00	\$83,831.00	0.01	
water/ww Maint I	\$51,880.91	\$52,805.56	\$56,274.60	\$46,310.00	0.18	0.08
Water/WWWMaint II	\$54,387.42	\$58,563.29	\$59,966.40	\$51,997.68	0.13	0.09
Water Supervisor	\$63,989.18	\$81,673.49	\$74,609.60	\$70,177.32	0.06	0.14
Collection Supervisor	\$64,976.78	\$74,449.86	\$73,403.20	\$70,177.32	0.04	0.11
Water Plant Operator	\$59,533.44	\$62,921.37	\$48,027.20	\$62,859.24	-0.31	-0.24
WW Plant Operator	\$69,312.88	\$58,037.51	\$75,379.20	\$59,763.96	0.21	0.08
General Manager	\$88,753.76	\$108,853.64	\$85,000.00	\$96,213.00	-0.13	-0.04

	Pella	Ottumwa	Grinnell	Knoxville	Newton	OMWD	area avg
water/ww Maint I	\$45,775.04	\$52,436.00	\$50,211.00	\$56,305.60	\$50,273.00	\$56,284.80	\$51,880.91
Water/WWMaint II	\$53,085.01	\$56,160.00	\$50,544.00	\$57,075.20	\$50,897.00	\$58,563.29	\$54,387.42
Water Supervisor	\$61,562.33	\$56,388.00	\$65,787.36	\$57,844.80	\$67,743.00	\$74,609.60	\$63,989.18
Collection Supervisor	\$61,562.33	\$56,388.00	\$65,787.36		\$67,743.00	\$73,403.20	\$64,976.78
Water Plant Operator	\$61,562.33	\$57,761.00			\$55,889.60	\$62,921.24	\$59,533.54
WW Plant Operator	\$61,562.33	\$57,761.00			\$82,549.00	\$75,379.20	\$69,312.88
General Manager	\$86,985.97		\$95,901.84	\$78,670.00	\$97,211.00	\$85,000.00	\$88,753.76

	Budgeted FY2018-19	Projected FY2019-20	Projected FY2020-21	Projected FY2021-22	Projected FY2022-23	Projected FY2023-24	Projected FY2024-25	Projected FY25-26	Projected FY26-27
Old CIP									
Capital Outlays									
Improvements to Plant House									
Filter Media				\$ 32,500.00					
Chemical Pump			\$ 40,000.00	\$ 50,000.00				\$ 45,000.00	
Split fund Mini Excavator with WW Backhoe & Vacuum									
Pallet Forks & Small Trailer									
North 9th Proj & Fire Hydrants									
Rebuild Valves C Ave W									
Computers & Phone Equip.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Plant Project									
Meters	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Water Plant Equipment upgrades	\$ 40,000.00		\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 25,000.00	\$ 40,000.00
Turbidity Sensors & Lab Equipment				\$ 25,000.00				\$ 25,000.00	
Vehicles		\$ 130,000.00		\$ 35,000.00		\$ 35,000.00		\$ 35,000.00	
Equipment (Skidloader, Mower, Trash Pump, hydraulic unit for tapping machine, leak amplifier unit, W€			\$ 15,000.00		\$ 50,000.00				
Dump Truck (high end used)									
Shop Building/Overhead Doors									
G Ave W									
E & 12th									
GIS Equipment	\$ 464,960.95								
Paint North Tower, South Tower									
9th Ave East (7th to 17th)									
3rd Ave East Paving Project									
Carbonado Road Project									
High Ave W (L to Suffolk/3rd)									
South F (11th to Fairview Drive)									
South D (A Ave to 6th)	\$ 361,152.26								
North L & A Ave W	\$ 420,000.00	\$ 330,000.00							
Hwy 23 East						\$ 35,000.00	\$ 476,607.00		
North 4th Street									
20" from plant to 210th Street				\$ 40,000.00	\$ 500,000.00		\$ 50,000.00	\$ 350,000.00	\$ 405,000.00
C Avenue West water main									
20" 230th to Trueblood						\$ 500,000.00			
New Well @ plant						\$ 120,000.00			
Tractor @ plant			\$ 80,000.00						
Hwy 23 East (17th St. to RR crossing)									
Office Sign								\$ 20,000.00	
Plant Computer and Operating System			\$ 20,000.00						
Water Supply Upgrades									
Preliminary Engineering Report-Distribution		\$ 15,000.00							
South H and 11th Ave. West	\$ 35,000.00	\$ 210,000.00							
South 5th Street replacement			\$ 30,000.00	\$ 220,000.00					
Total Capital Outlays	\$ 1,546,113.21	\$ 910,000.00	\$ 450,000.00	\$ 627,500.00	\$ 815,000.00	\$ 745,000.00	\$ 621,607.00	\$ 530,000.00	\$ 500,000.00

Updated CIP	Budgeted FY2018-19	Projected FY2019-20	Projected FY2020-21	Projected FY2021-22	Projected FY2022-23	Projected FY2023-24	Projected FY2024-25	Projected FY25-26	Projected FY26-27	Projected FY27-28
Capital Outlays										
Improvements to Plant House										
Filter Media										
Chemical Pump									\$60,000.00	
Split fund Mini Excavator with WW										
Backhoe & Vacuum										
Pallet Forks & Small Trailer										
North 9th Proj & Fire Hydrants										
Rebuild Valves C Ave W										
Computers & Phone Equip.										
Plant Project	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Meters	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Water Plant Equipment upgrades	\$ 40,000.00	\$ 50,000.00	\$ 45,000.00	\$ 20,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 25,000.00	\$ 40,000.00	\$ 40,000.00
Turbidity Sensors & Lab Equipment										
Vehicles						\$ 35,000.00			\$ 140,000.00	
Equipment (Skidloader, Mower, Trash Pump, hydraulic unit for tapping machine, leak amplifier ur			\$ 25,000.00					\$ 15,000.00		
Dump Truck (high end used)			\$ 85,000.00							
Shop Building/Overhead Doors										
G Ave W										
E & 12th										
GIS Equipment	\$ 464,960.95									
Paint North Tower, South Tower										
9th Ave East (7th to 17th)										
3rd Ave East Paving Project										
Carbonado Road Project										
High Ave W (L to Suffolk/3rd)										
South F (11th to Fairview Drive)										
South D (A Ave to 6th)	\$ 361,152.26									
North L & A Ave W	\$ 420,000.00	\$ 330,000.00								
Hwy 23 East										
North 4th Street										
20" from plant to 210th Street										
C Avenue West water main				\$ 40,000.00	\$ 350,000.00	\$ 150,000.00	\$ 50,000.00	\$ 350,000.00	\$ 405,000.00	
20" 230th to Trueblood						\$ 250,000.00	\$ 250,000.00			
New Well @ plant						\$ 120,000.00				
Tractor @ plant										
Hwy 23 East (17th St. to RR crossing)										
Office Sign								\$ 20,000.00		
Plant Computer and Operating System										
Water Supply Upgrades		\$ 15,000.00								
Preliminary Engineering Report-Distribution		\$ 210,000.00								
South H and 11th Ave. West	\$ 35,000.00									
Pay back City of Oskaloosa for MSO line					\$ 32,000.00	\$ 30,000.00	\$ 30,000.00			
South 5th Street replacement			\$ 30,000.00	\$ 220,000.00						
Total Capital Outlays	\$ 1,546,113.21	\$ 830,000.00	\$ 447,500.00	\$ 507,500.00	\$ 649,500.00	\$ 677,500.00	\$ 677,500.00	\$ 687,500.00	\$ 702,500.00	\$ 702,500.00

MONTHLY SUMMARY FOR

Jul-19

PLANT PRODUCTION

37220000

WATER SOLD

INSIDE CITY: 22516688

OUTSIDE CITY 1240184

MAHASKA/BEACON: 1041964

NO CHARGE WATER

CITY OF OSKALOOSA USAGE 623084

OMWD/LIME SOFTENER: 119000 12 days usage

TOTAL WATER METERED: 25540920

AUTHORIZED UNMETERED USE

SWEEPING:

SEWER CLEANING:

FLUSHING:

FIRE FIGHTING:

STORAGE:

LEAKS: 250000

TOTAL AUTHORIZED UNMETERED 250000

LOSS GALLONS: 11429080

UNACCOUNTED WATER % 0.307068243

MONTHLY SUMMARY FOR

Aug-19

PLANT PRODUCTION

32601000

WATER SOLD

INSIDE CITY:	23021196
OUTSIDE CITY	1016184
MAHASKA/BEACON:	1101056
NO CHARGE WATER	
PLANT SAMPLING	140000
CITY OF OSKALOOSA USAGE	559504
OMWD/LIME SOFTENER:	695000 12 days usage

TOTAL WATER METERED: 26532940

AUTHORIZED UNMETERED USE

SWEEPING:	
SEWER CLEANING:	4500
FLUSHING:	26000
FIRE FIGHTING:	
STORAGE:	-20000
LEAKS:	210000

TOTAL AUTHORIZED UNMETERED 220500

LOSS GALLONS: 5847560

UNACCOUNTED WATER % 0.179367504



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10-4-19

**Access Control/Intrusion Alarm Proposal for:
Oskaloosa Municipal Water Plant-Lime
Oskaloosa, IA. 52577**

Kelly, thank you for the opportunity to provide security solutions for you.

Equipment to be installed and maintained:

- 1-DMP XR150 access/intrusion control panel with back-up battery
 - 1-DMP LTE cellular communicator
- 2-DMP wireless indoor sirens (plant & lime building)
- 2-DMP 7173 LCD keypads with built-in card reader (plant & lime building)
 - 2-DMP Wiegand interface modules
- 1-DMP XR series high gain power wireless receiver
- 8-DMP wireless alarm door sensors (plant & lime building)
- 3-DMP wireless motion detectors (2 in plant & 1 in lime building)
 - 1-DMP BUS extender module
- 4-HID iClass card readers (3 on plant & 1 on lime building)
- 4-Electric door strikes and all associated hardware
- 2-Altronix SMP7 power supplies with back-up batteries
- 25-HID iclass access cards or fobs
- 1-Mier long range wireless driveway sensor system
- 1-Mier wireless indoor chime with volume control

***DMP Virtual Keypad**

Installation includes all parts, wire, installation labor and training

Total installation cost: \$12,522.00+ tax

Monthly monitoring & service cost: \$110.00 + tax

**Steve Herborn (515)698-5054
sherborn@permarsecurity.com**



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10-4-19

Network Camera Surveillance System Proposal for: Oskaloosa Municipal Water Plant-Lime Building Oskaloosa, IA. 52577

Kelly, thank you for the opportunity to provide security solutions for you.

Equipment to be installed and maintained:

- 1-Open Eye Web Services 16 channel NVR (network video recorder) with 12 TB of storage (30 days)
- 8-Speco two megapixel outdoor bullet camera with 3.6mm fixed lens
- 3-Speco three megapixel indoor dome cameras with 2.8mm lens (control room, lab, entry-elec. room door)
- 2-Speco three megapixel indoor bullet cameras with 2.7-12mm vari-focal lens (garage-control/analyzer)
- 3-Speco three megapixel outdoor rated bullet camera with 2.8 fixed lens (pip, high service, filter room)
- 1-GNS wireless receiver (wireless bridge for well fill building)
- 1-GNS wireless transceiver (wireless bridge for well fill building)
- 2-GNS universal mount antenna brackets (wireless bridge)
- 2-Ditek outdoor PoE surge suppressors (wireless bridge)

*Open Eye cloud service and system health monitoring

Installation includes all parts, wire, installation labor and training

Total installation cost: \$16,254.00+ tax

Monthly cloud hosting cost: \$30.00

Monthly service agreement cost: \$120.00 + tax
(Service includes 24 x 7 free service on all installed equipment)

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10-4-19

**Access Control/Intrusion Alarm Proposal for:
Oskaloosa Municipal Water Office-Shop
Oskaloosa, IA. 52577**

Kelly, thank you for the opportunity to provide security solutions for you.

Equipment to be installed and maintained:

- 1-DMP XR150 access/intrusion control panel with back-up battery**
 - 1-DMP LTE cellular communicator**
 - 2-DMP wireless indoor sirens (office & shop)**
- 1-DMP 7173 LCD keypad with built-in card reader (office entrance)**
 - 1-DMP XR series high gain power wireless receiver**
 - 4-DMP wireless alarm door sensors (all exterior)**
 - 2-DMP wireless motion detectors (1 in office & 1 in shop)**
 - 3-DMP wireless hold-up/panic buttons**
- 3-HID iClass card readers (front office-shop south-shop east)**
 - 3-Electric door strikes and all associated hardware**
- 1-Altronix SMP7 power supplies with back-up batteries**

***DMP Virtual Keypad**

Installation includes all parts, wire, installation labor and training

Total installation cost: \$8,517.00+ tax

Monthly monitoring & service cost: \$100.00 + tax

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10-4-19

**Network Camera Surveillance System Proposal for:
Oskaloosa Municipal Water Office-Shop
Oskaloosa, IA. 52577**

Kelly, thank you for the opportunity to provide security solutions for you.

Equipment to be installed and maintained:

- 1-Open Eye Web Services 8 channel NVR (network video recorder) with 4 TB of storage (30 days)
- 1-Speco three megapixel indoor dome camera with 2.8mm fixed lens (shop)
- 2-Speco two megapixel outdoor bullet cameras with 3.6mm fixed lens & intensifier (front & east side)
- 1-Speco two megapixel outdoor license plate recognition camera with 2-50mm varifocal lens
- 2-Speco three megapixel indoor dome cameras with 2.8mm fixed lens (office & safe room)

***Open Eye cloud service and system health monitoring**

Installation includes all parts, wire, installation labor and training

Total installation cost: \$6,552.00+ tax

Monthly cloud hosting cost: \$30.00 + tax

Monthly service agreement cost: \$50.00 + tax

(Service includes 24 x 7 free service calls on all installed equipment)

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