

**WATER BOARD OF TRUSTEES**  
**Regular Meeting**  
**April 17, 2017**  
**3:00 PM**  
**Location: 1208 South St.**

**Agenda**

1. Approve Agenda.
2. Approve minutes of the March 20, 2017 regular meeting.
3. Approve invoices and Financial Statements.
4. Customer Forum.
5. Consideration and discussion of high water bill for 950 Avenue West.
6. Discussion of wastewater operations.
7. Consideration and discussion of mowing contract for water plant grounds.
8. General Manager's update.
9. Updates from members of the Board of Trustees.
10. 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.”

At this time, there have been no formal requests to address the Board.

### **Agenda Item #5**

This item was discussed during Customer Forum last month. Austin Blackwell owns 950 Avenue West and recently experienced a high water bill due to a broken water line after the water meter in the basement of the home. The home was unoccupied at the time and had been leaking for quite some time before it was found. The resulting bill was rather high and carried with it significant penalties. Austin approached the City Council and was granted a sewer reduction. One of the discussions last month was to remove the penalties and late fees and arrange a payment plan for the bill. Staff is recommending the removal of the late charge and the disconnect fee. This will remove \$376.46 from the bill. At this time there is no request for a payment plan. The remainder of the information on this account will be with your hard copies at the meeting on Monday.

### **Agenda Item #6**

Attached to your packets is an updated spreadsheet for the 28E responsibilities.

This month staff have spent a considerable amount of time dealing with storm sewer issues around town. There are a number of them that we are finding that are seeing some type of structural issues that will need to be dealt with. The City has budgeted funds for some work, but a great deal of that is dedicated towards capital improvement. Staff have been working to try to prioritize which areas to work on first.

Staff are also working towards finishing up some work that was scheduled and budgeted for this year.

When the rains came this last month and then kept coming our I&I problems became a little more evident. The lagoon closest to the plant at the SW facility went into bypass for a few days. This was after we had pulled over 1,000,000 gallons of sludge out last fall. Staff are working to pull water back off of it now to prepare for the next rain. The north plant did not have an issue and was able to handle all of the extra flow. The DNR was notified of the issue.

Due to the rain, the contract work that was to begin on Penn has not started and the contractor has decided to start on North Street instead. Work along Avenue West to clear trees and remove the rubble in the creek bed has been completed. This area is also one that is part of the contracted work that was awarded to Drish Construction.

HR Green has spent their last days in town taking GPS shots and will work to build out the mapping before delivering it to the City towards the end of May.

### **Agenda Item #7**

OMWD was approached about entering into a new contract for mowing services for the plant grounds. The new contractor has offered a price to mow the grounds including the hill on the southwest side of the property. The price we were paying to the previous mower was \$600 per occurrence without the hill being mowed. The new offer is for \$680 to mow everything and the first year there is a 10% new customer discount bringing the cost down to \$612. I have talked to the company that have mowed the grounds for the last couple of years and they are unable to mow the hill and compete with pricing. It is staff's recommendation to award a contract to DB Landscaping Nursery, 1938 Street in the amount of \$680.00 with a 10% discount for the first year of the contract.

### **Agenda Item #8**

The pumpage for this last month was the lowest it has been in more than 10 years according to our records. Our daily average pumpage was just over 1,000,000 gallons per day. As we continue to find and fix leaks this number should continue to decrease. There were no leaks this last month. As we flush hydrants though we know that we have at least two seep leaks that will need to be fixed once hydrant flushing is completed. It seems that our spring hydrant flushing is going fairly well. There have been two hydrants that are inoperable that have been noted. One on South C and the other on Avenue East. The Fire Department has been alerted and the hydrants are covered to signify that they are out of service. The fire hydrant flushing has been completed for this spring in only 1 week. Staff report that the system seems to be fairly clean and it does not take much time to get the flushing completed at most hydrants.

Shutoffs were down this month. This is something we still closely monitor.

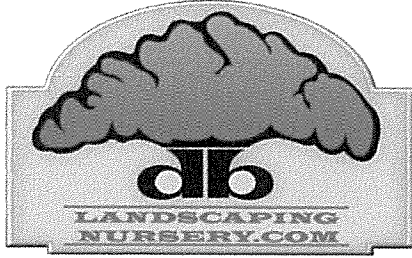
We are finishing up interviews to fill the open position. It should be filled in the very near future.

Staff have started installing the new water main along South F Street. Once we are done flushing hydrants they will get back to focusing more on this project. There was a project meeting for those in the affected area and we had three residents attend. They were given an opportunity to look at the plans and ask questions about the project.

We had a plant tour of both the water plant and waste water plant with a group of students from William Penn studying community and personal health.

### **Agenda Item #9**

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



DB Landscaping Nursery  
1938 270th St  
Oskaloosa, IA 52577  
Landscaping Nightlighting  
Irrigation  
641.660.7616

## Landscaping Estimate

Landscape proposal as per plan and contract. Plant material may change due to availability. All quantities are approximat. Plus Tax on all material.

Service Address:  
Waterworks Park  
Hwy 63  
Oskaloosa, IA 52577

Date Proposed:

### Project #1 Mowing

This group focuses on mowing and trimming lawn. Lawn will be mowed weekly from April-July and bi-weekly from August-November. More or less as requested.

<u>Description:</u>	<u>Quantity:</u>	<u>Unit:</u>	<u>Price/Unit:</u>	<u>Price:</u>
Mowing and trimming	1		\$680.00	\$680.00

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Total project #1	\$680.00
	plus tax
Sales discount 10%	-0.1
	-68
	\$612.00

Notes:

- Estimates are valid for the season in which they were prepared
- Plan material may change due to availability
- Half of landscape bid price due upon signing
- If total bid exceeds \$10,000, half of remainder of balance due when project is 50% complete
- Applicable sales tax will be added in accordance with state and local regulations
- Remaining balance plus any changes or additions are due upon completion of the project
- Warranty is void if not paid within twenty (20) days of project's completion.
- A service charge of \$1.50 and 1.5% interest per month added after twenty (20) days will be

Our guarantee

Thank you for purchasing plant material from db landscaping. We have made every effort to provide you with the finest plant material available. We provide a 100% guarantee on all woody plants installed by db landscaping. Tree spaded trees are guaranteed 50%. Herbaceous plants (sod, seed, perennials, grasses, roses, annuals ground cover, etc.) are NOT covered under the guarantee. Db landscaping will replace, one time, any plant materials (except herbaceous perennials) that fail to live for one (1) full year. Labor charges for planting replacements will be included if the plant were installed by db landscaping and need to be replaced within the first ninety (90) day. After such time there will be a planting charge for any replacements installed by db landscaping.

There are NO guarantees on sod or seed due to the amount of watering and care needed after the job is completed. It is the customer's responsibility for that care.

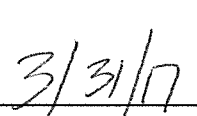
Db landscaping will call "Iowa one call" to have utilities located when digging below one foot is necessary. Db landscaping is not responsible for damages that may occur to including but not limited to; lawn (we can fix the lawn for an additional charge), driveway, sidewalks, planting, sewer or septic systems due to the use of heavy equipment. Db landscaping will be not responsible for any damages to private utilities buried or not buried including irrigation, underground dog fencing and any other private utilities.

\_\_\_\_\_  
Customer/Homeowner

(I have read and understand the attached guarantee and information)

  
\_\_\_\_\_  
db Landscaping

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

**28E Agreement Tracking  
April 2017 Board meeting**

**Division of Responsibilities: 28E Agreement**

Task or Project Description with Reference	Reference	Task or Project Completed				Notes or Measurements
		Q1	Q2	Q3	Q4	
Standard Operating Procedures documented	Section 1.2	1	1	1	1	Documentation of SOPs is complete.
Preventative maintenance process control programs initiated	Section 1.2		X	X	1	Staff have performed equipment assessments and also following manufacturer's recommendations for preventive maintenance.
Analysis of condition for all equipment completed	Section 1.2		X	X	1	Staff have performed equipment assessments and also following manufacturer's recommendations for preventive maintenance.
Operations maintained within established budget parameters	Section 1.3	X	X	X	1	Some budget line items were exceeded but the overall budget was maintained.
Staffing adequate to meet 24/7 operations in place	Section 1.3	X	X	X	1	Note deviations or exceptions
Procurement policy is followed	Section 1.4	1	1	1	1	OMWD staff try to maintain City procurement policies and any deficiencies are noted by staff at City Hall and asked to be addressed by OMWD staff.
Best practices perf. measures, resource sharing developed	Section 1.5	1	1	1	1	This is an item that needs more attention placed on it to help develop these measures. Resource sharing is happening already. This is a shared responsibility and both the City and OMWD are responsible for its implementation.
NPDES permit maintained and required reports completed	Section 2.1(c)	X	X	X	1	Any necessary compliance and reports are completed as needed.
Monthly compensation for services reviewed	Section 4.2	X	X	X	1	Due quarterly
Personnel necessary to operate/maintain systems provided	Exhibit B-1	X	X	X	1	This is done on a daily basis.
Lift station maintenance		X	X	X	1	This work is done in conjunction between City and OMWD staff as well as a contractor for pump maintenance and repair.
Utility locates		X	X	X	1	Locates are completed on a daily basis by staff.
Plant Operations		X	X	X	1	Staff complete plant operations on a daily basis.
Lift Station Operations		X	X	X	1	Staff complete plant operations on a daily basis.
Personnel necessary to operate/maintain SBR provided	Exhibit B-2					Not needed at this time. OFPC is currently operating this plant with their own personnel.
Sampling and testing pursuant to NPDES permits completed	Exhibit B-4	X	X	X	1	This is performed every week as necessary to meet the NPDES permit.

For the purposes of this spreadsheet, Q1 is October-December, Q2 is January-March, Q3 is April-June and Q4 is July-September

**28E Agreement Tracking  
April 2017 Board meeting**

Serve as liaison between city, DNR and EPA	Exhibit B-5	X	X	X	1	This is done as needed.
Sludge transfer and disposal completed	Exhibit B-6	X	X	X	1	Sludge hauling is done on a weekly basis from the NE plant, and as needed from OFPC.
Vector control		1	X	1	1	This is done when land application of bio-solids happens in the fall, but staff are aware and always on top of this issue.
Preventative maintenance program implemented	Exhibit B-7		X	X	1	Staff have performed equipment assessments and also following manufacturer's recommendations for preventive maintenance.
Repairs to the collection system are coordinated	Exhibit B-8	X	X	X	1	This is an item that is done on a continual basis. As needs arise staff will determine the best means of repair and solicit the needed bids/quotes or perform the repairs in-house.
Manhole adjustment		1	X	1	1	Contract as Needed, staff respond to complaints for individual manholes as they arise.
Non-structure line sealing and point repair		X	X	X	1	Contract as Needed
Manhole rehabilitation		1	1	1	1	Contract as Needed
Structural line repairs		X	X	X	1	Contract as Needed
Line replacements		X	1	1	1	Contract as Needed
Utility locates completed for sewer and stormwater	Exhibit B-9	X	X	X	1	Locates are completed on a daily basis by staff.
Sewer taps inspected for interceptor line	Exhibit B-9	X	X	X	1	All taps are inspected and records are taken and shared with engineering staff.
Sanitary sewer inspection and cleaning program developed	Exhibit B-10		X	X	1	Staff have worked to develop a flushing plan for sanitary system that will be implemented in the spring of 2017. This will cover all quadrants of the City's collection system over the term of the 28E agreement. There will be considerable resources devoted to completing this work. This will also help staff identify system deficiencies that will need to be addressed over the years in the collection system.
Line cleaning		X	X	X	1	Staff complete this as possible while also performing work for project planning for Garden & Associates.
Root cutting		X	X	X	1	Staff complete this as possible while also performing work for project planning for Garden & Associates.
TV inspection		X	X	X	1	Staff complete this work as possible while also completing requests from Garden for project planning.

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**28E Agreement Tracking  
April 2017 Board meeting**

Compilation of TV reports and rehabilitation projects		X	X	X	1	Staff complete this work as possible while also completing requests from Garden for project planning.
Root foaming		1	1	1	1	Staff have identified sections of sewer main that need to be foamed and will work towards issuing a PO for services.
Respond to customer calls for blocked sanitary sewer lines	Exhibit B-10	x	x	x	1	This item is handled as calls come in to City Hall, the Street Department office, or OMWD offices.
Emergency response		X	X	X	1	This is handled as calls come in to City Hall, the Street Department office, or OMWD offices.
Overflow and complaint response investigation and reporting		X	X	X	1	This is an as needed item. Staff respond to customer calls as they come in.
Cross connection investigation and response		1	1	1	1	Staff have worked on this issue as part of the I&I investigation with Garden & Associates and continue to work to identify areas that need repair.
Structural line repairs		X	X	X	1	Contract as Needed
Line replacements		X	1	1	1	Contract as Needed
Stormwater inspection and cleaning program developed	Exhibit B-11		X	X	1	Staff have worked to develop a flushing plan for storm sewer system that will be implemented in the spring of 2017. This will cover all quadrants of the City's storm system over the term of the 28E agreement. There will be considerable resources devoted to completing this work. This will also help staff identify system deficiencies that will need to be addressed over the years in the collection system.
Line cleaning		X	X	X	1	Contract as Needed
Root cutting		1	1	1	1	At this point this work is done as needed on a complaint basis.
Catch basin cleaning		X	X	X	1	This item is done more in the fall on a regular basis and other times throughout the year on a complaint basis.
Structural line repairs		1	1	1	1	Contract as Needed
Line replacements		1	1	1	1	Contract as Needed
Respond to customer calls for blocked stormwater lines	Exhibit B-11	X	X	X	1	This item is done as needed per customer calls.
Storm and emergency response		X	X	X	1	This item is done as needed with respect to storm and other emergency needs.
Complaint response investigation and reporting		X	X	X	1	This item is done as needed per customer calls.

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**28E Agreement Tracking  
April 2017 Board meeting**

Implement manhole inspection and mapping program	Exhibit B-12	1	1	1		Due October 01, 2017. City has signed a contract with HR Green for a GIS mapping program that will address this issue. Work is scheduled to start November 14, 2016 and be completed by the end of June 2017.
Manhole maintenance		1	1	1	1	OMWD and City staff are working to identify manholes that need to be repaired and lining up contractors to complete the repairs.
TV inspection		X	X	X	1	Staff complete this work as possible while also completing requests from Garden for project planning.
Compilation of TV reports and system evaluation		X	X	X	1	Staff complete this work as possible while also completing requests from Garden for project planning.
Maintain cleanliness of facilities and equipment	Exhibit B-13	X	X	X	1	Staff work on this item on an ongoing basis.
Mow grass and remove snow from all wastewater facilities	Exhibit B-13	X	X	X	1	Staff work on this item on an ongoing basis.
Detention pond maintenance		X	X	X	1	Staff work on this on an as needed basis.
Fat Oils and Grease (FOG) inspection program	Exhibit B-14	1	1	X	1	This work is completed in the winter as time allows, but staff continue to monitor it the remainder of the year.
Land application of sludge and reporting	Exhibit B-15		X			Annual task
Report septage discharge report	Exhibit B-16	X	X	X	1	This is completed on a monthly basis with the completion of the DNR's discharge monitoring reports.
Present septage discharge requests to city for approval	Exhibit B-16	1	1	1	1	This is an as needed item. When an expansion or new industry comes to Oskaloosa, staff communicate with City Hall as to how to proceed.
Secure and properly protect wastewater facilities	Exhibit B-17	X	X	X	1	This is done on a daily basis.
Provide monthly and annual performance reports to city	Exhibit B-18	1	1	1	1	The City is provided with copies of the Discharge Monitoring Report and Industrial Cost Recovery as part of normal operations. The inclusion of this report will continue as well.
Comply with all city, state and federal rules and regs.	Exhibit B-19	X	X	X	1	This is completed on an ongoing basis with operations.
Maintain professionalism with community groups	Exhibit B-20	X	X	X	1	This is completed as needed within the community.
Coordinate with the city engineer and contractors on projects	Exhibit B-21	X	X	X	1	This is completed on an ongoing basis.
I & I abatement and system rehabilitation projects		1	1	1	1	These are being worked on with Garden & Associates as part of the contract for services for I&I abatement per the Iowa DNR request in 2014.
Structural line repairs		X	X	X	1	Contract as Needed

For the purposes of this spreadsheet, Q1 is October-December, Q2 is January-March, Q3 is April-June and Q4 is July-September

**28E Agreement Tracking  
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Development process (development review, plan review)		1	1	1	1	Staff work with Engineering when plans come in to review before building permits are issued.
Inspection of developer projects		1	1	1	1	Staff work with Engineering staff to coordinate inspection of developments as needed.
Inspection of sanitary sewer (city projects)		X	X	X	1	This is done as needed by staff.
Inspection of storm water (city projects)		X	X	X	1	This is done as needed by staff.
Installation of lift station projects		1	1	1	1	Staff work with contractors for any repairs or retrofits of lift stations as needed.
Create and maintain GIS information		1	1	1	1	A contract has been signed with HR Green for GIS services for sanitary and storm sewer.
Create and maintain system mapping		X	X	X	1	Staff maintain the old maps and update them as needed as well as keep records for inspections that have occurred since OMWD took over operations.
Serve as liaison with industries, new or existing	Exhibit B-22	X	X	X	1	This is completed on an ongoing basis.
Provide assistance with 5-year CIP and O&M budgeting	Exhibit B-23	X	X	X	1	This is completed as needed throughout the year.
Accounting		X	X	X	1	Staff complete this on a daily, weekly, and monthly basis.
Preparing and revising sanitary sewer master plans		1	1	1	1	As budgeting and time allow this item is done in conjunction with creating and maintaining system mapping. As HR Green moves forward with the GIS project this item will continue to be updated.
Preparing and revising storm water master plans		1	1	1	1	As budgeting and time allow this item is done in conjunction with creating and maintaining system mapping. As HR Green moves forward with the GIS project this item will continue to be updated.
Provide assistance with inflow and infiltration analysis and reduction	Exhibit B-23	X	X	X	1	Staff continues to work with Garden & Associates on the I&I study and help provide video data of the collection system.
I & I abatement and system rehabilitation projects		1	1	1	1	As Garden identifies projects, staff are working to incorporate that into the CIP budget.
Flow monitoring		X	X	X	1	This is done daily at both treatment plants
Provide assistance with Industrial Pre-treatment investigation	Exhibit B-23	X	X	1	1	This is done on an as needed basis.

Division of Responsibilities: Baseline

Sanitary Sewer	City	OMWD	N/A	Task or Project Completed				Notes or Measurements
				Q1	Q2	Q3	Q4	
Line cleaning	X			X	X	X	1	Staff complete this as possible while also performing work for project planning for Garden & Associates.
Root cutting	X			X	X	X	1	Staff complete this as possible while also performing work for project planning for Garden & Associates.
Emergency response	X			X	X	X	1	This is handled as calls come in to City Hall, the Street Department office, or OMWD offices.
Overflow and complaint investigation and reporting	X			X	X	X	1	This is an as needed item. Staff respond to customer calls as they come in.
Cross connection investigation and response	X			1	1	1	1	Staff have worked on this issue as part of the I&I investigation with Garden & Associates and continue to work to identify areas that need repair.
Manhole adjustment	X			1	X	1	1	Contract as Needed, staff respond to complaints for individual manholes as they arise.
Non-structure line sealing and point repair	X			X	X	X	1	Contract as Needed
Manhole rehabilitation	X			1	1	1	1	Contract as Needed
TV inspection	X			X	X	X	1	Staff complete this work as possible while also completing requests from Garden for project planning.
Compilation of TV reports and rehabilitation projects	X			X	X	X	1	Staff complete this work as possible while also completing requests from Garden for project planning.
I & I abatement and system rehabilitation projects	X			1	1	1	1	These are being worked on with Garden & Associates as part of the contract for services for I&I abatement per the Iowa DNR request in 2014.
Root foaming	X			1	1	1	1	Staff have identified sections of sewer main that need to be foamed and will work towards issuing a PO for services.
Structural line repairs	X			X	X	X	1	Contract as Needed
Line replacements	X			X	1	1	1	Contract as Needed
Lift station maintenance	X			X	X	X	1	This work is done in conjunction between City and OMWD staff as well as a contractor for pump maintenance and repair.
Vector control	X			1	X	1	1	This is done when land application of bio-solids happens in the fall, but staff are aware and always on top of this issue.
Fat, oil and grease program	X			1	1	X	1	This work is completed in the winter as time allows, but staff continue to monitor it the remainder of the year.
Easement and access road maintenance	X			1	1	1	1	This work is done as needed by staff.
Utility locates	X			X	X	X	1	Locates are completed on a daily basis by staff.
Sludge Hauling	X			X	X	X	1	Sludge hauling is done on a weekly basis from the NE plant, and as needed from OFPC.
Plant Operations	X			X	X	X	1	Staff complete plant operations on a daily basis.
Lift Station Operations	X			X	X	X	1	Staff complete plant operations on a daily basis.

Storm Water	City	OMWD	N/A	Task or Project Completed				Notes or Measurements
				Q1	Q2	Q3	Q4	
Line cleaning	X			X	X	X	1	Contract as Needed
Root cutting	X			1	1	1	1	At this point this work is done as needed on a complaint basis.
Catch basin cleaning	X			X	X	X	1	This item is done more in the fall on a regular basis and other times throughout the year on a complaint basis.
Manhole maintenance	X			1	1	1	1	Contract as Needed
Storm and emergency response	X			X	X	X	1	
Complaint response investigation and reporting	X			X	X	X	1	
Maintenance of public streams/creeks/open channels	X			1	1	1	1	Contract as Needed
Processing and disposal of sweeper, catch basin and storm line material (excluding leaves)	X	X		X	X	X	1	
Structural line repairs	X			1	1	1	1	Contract as Needed
Line replacements	X			1	1	1	1	Contract as Needed
Roadside ditches and piping system in County roads	X			1	1	1	1	By Request or Agreement
TV inspection	X			X	X	X	1	Staff complete this work as possible while also completing requests from Garden for project planning.
Compilation of TV reports and system evaluation	X			X	X	X	1	Staff complete this work as possible while also completing requests from Garden for project planning.
Nuisance complaint mowing	X			X	1	1	1	Staff are only able to mow during Q1 and Q4 as per City ordinance
Detention pond maintenance	X			X	X	X	1	
Proactive leaf management program	X			X	X	X	1	
Utility locates	X			X	X	X	1	

Engineering, Inspection and Support Services	City	OMWD	N/A	Task or Project Completed				Notes or Measurements
				Q1	Q2	Q3	Q4	
Development process (development review, plan review)	X	X		1	1	1	1	Staff work with Engineering when plans come in to review before building permits are issued.
Sanitary sewer connection permit issuance	X							
Stormwater connection permit issuance	X							
Billing and collection of monthly service charges	X	X		X	X	X	1	Billing has moved to monthly and collection happens on a daily basis.
Inspection of developer projects	X	X		1	1	1	1	Staff work with Engineering staff to coordinate inspection of developments as needed.
Inspection of sanitary sewer (city projects)	X	X		X	X	X	1	This is done as needed by staff.
Inspection of storm water (city projects)	X	X		X	X	X	1	This is done as needed by staff.
Installation of lift station projects	X	X		1	1	1	1	Staff work with contractors for any repairs or retrofits of lift stations as needed.
Erosion control permit issuance XXXXXXXXXXXXX	X							
Erosion control inspection XXXXXXXXXXXXX	X	X		1	1	1	1	Staff work with Engineering and any contractors as needed for this item.
Accounting	X	X		X	X	X	1	Staff complete this on a daily, weekly, and monthly basis.
Industrial waste program XXXXXXXXXXXXX	X			1	1	1	1	Staff work with current industries as well as any planning an expansion or new facility on the industrial waste program
Create and maintain GIS information	X	X		1	1	1	1	A contract has been signed with HR Green for GIS services for sanitary and storm sewer.
Create and maintain system mapping	X	X		X	X	X	1	Staff maintain the old maps and update them as needed as well as keep records for inspections that have occurred since OMWD took over operations.
Maintaining engineering records of systems	X							
Preparing and revising sanitary sewer master plans	X	X		1	1	1	1	As budgeting and time allow this item is done in conjunction with creating and maintaining system mapping. As HR Green moves forward with the GIS project this item will continue to be updated.
Preparing and revising storm water master plans	X	X		1	1	1	1	As budgeting and time allow this item is done in conjunction with creating and maintaining system mapping. As HR Green moves forward with the GIS project this item will continue to be updated.
Response to customer billing inquiries	X			X	X	X	1	This happens on a daily basis.
Public information, newsletters, etc. for sanitary sewer and storm	X							This is not an item that is an ongoing practice at OMWD for water. To move forward for sewer and storm water, additional guidance and items showing past practices should be shared with OMWD.
Flow monitoring	X			X	X	X	1	This is done daily at both treatment plants
Inspection of private facilities	X			X	X	X	1	This item is done as needed when customers call in.
Utility Locates	X			X	X	X	1	This item is done on a daily basis as a matter of operations.
Fixture counting	X							WHAT IS THIS FOR???
Vehicle maintenance	X	X		X	X	X	1	This is done as needed by staff.
Field yard general maintenance	X			X	X	X	1	This is done as needed by staff.