

**WATER BOARD OF TRUSTEES**  
**Regular Meeting**  
**February 11, 2019**  
**4:00 PM**  
**Location: 1208 South 7<sup>th</sup> St.**

**Agenda**

1. Approve Agenda.
2. Approve minutes of the January 14, 2019 regular meeting.
3. Approve invoices and Financial Statements.
4. Customer Forum.
5. Public hearing for proposed water rate increase.
6. Introduction of Resolution #1904, Resolution to Increase Water Rates Effective March 1, 2019.
7. Introduction of Resolution #1905, Resolution setting a Public Hearing before the Oskaloosa Water Board on the Matter of CIP project for A Avenue West, Hwy 432, and North L Street water main replacement project.
8. Introduction of Resolution #1906, Resolution setting a Public Hearing before the Oskaloosa Water Board on the matter of accepting bids for mowing services.
9. Discussion of wastewater operations.
10. General Manager's update.
11. Updates from members of the Board of Trustees.
12. 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. Time may be limited to 3 minutes.”

### **Agenda Item #5**

The notice for this public hearing was published in the Herald on February 1<sup>st</sup>. This is the public hearing for the proposed rate increases. We will need a motion to open the public hearing, listen to any comments and then a motion to close the public hearing.

### **Agenda Item #6**

With the approval of the FY18-19 budget amendment as well as the FY19-20 proposed budget at the January 14<sup>th</sup> meeting, the Board decided to move forward with a 12% rate increase effective March 1, 2019. This resolution formalizes that intention. The resolution will need to be read as an introduction and then take action on it.

### **Agenda Item #7**

With the approval last month for the CIP project to replace water main along A Avenue West, North L Street and Highway 432, there will need to be a public hearing before bids can be awarded. This resolution sets the date for the public hearing for March 11<sup>th</sup>, the date of our next meeting. Again, the resolution will need to be read and then take the appropriate action for approval.

### **Agenda Item #8**

The Water Department has been approached about going out for bids on mowing services at the water plant. Since the mowing season is around the corner it is time to set the public hearing. This resolution will set the public hearing date as March 11, 2019, again the next regular Board of Trustees' meeting. The resolution will need to be read and introduced and then move forward with action to approve.

### **Agenda Item #9**

*Collection System Operations;*

This last month staff had a variety of different items that they were working on. Some of those included; meeting to review Phase 3 plans and determining a path forward in light of budget restrictions and potential costs, looking at sanitary sewer complaints on Maywood Drive and Carbonado, looking at a private sewer issue in the same area, uncovering a manhole for Phase 2 contractors to complete their work, rounding up materials and then fixing some valving in the World Food's lift station, as well as looking at a collapsed storm sewer pipe that was causing concern for a sanitary line that runs in the same area. Staff also talked to local contractors to get pricing for some

sewer main and manhole repair that will need to be accomplished this spring and worked on updating confined space procedures as well as attending a variety of safety meetings throughout the month. They also televised sewer main to determine if there were any blockages on city main, or if the issue was isolated to service laterals. Staff also worked on uploading videos, updating GIS maps, and associated paperwork for the City's GIS/GPS mapping system. Just in the last couple of days, staff were out looking at sewer complaints on South 5<sup>th</sup> and 6<sup>th</sup> Avenue East. They dropped our camera in after having 2 different houses in 2 days with backup issues only to find that the City owned sewer mains are running as they should and not backed up at all.

*Plant Operations;*

Staff worked to repair one of the recirculation pumps at the south plant digester, finished hauling biosolids and cleaned up all of the pumping equipment from that operation. They also worked on blower #4 at the south plant. They needed to replace the race and bearings on this unit. On Friday January 18<sup>th</sup> staff met with contractors and representatives from Fox Engineering for a pre-bid walk through so that the contractors were able to put eyes on the needs associated with the short term project that will have a bid opening in the coming days. We also worked on raw pump #4 at the north plant to try and get it running again. Also at the north plant, we had Overbergen Electric come out and pull new wire to one of the final pumps so that we could get that up and running again. When we had automation work done a few weeks ago it was noted that there was a grounding issue and the wiring needed replaced. Staff worked on lock-out, tag-out procedures and getting those updated. They also did some of the minor work that we will do in-house as identified in the Fox Engineering report associated with the Wastewater Facility Plan. The cold got to one of the water lines at the north plant and staff had to complete some repair work there as well. Jetco was able to get the methane sensor in the digester replaced and keep that unit running. Staff also worked to get some pricing for out-year work on the digester. Staff also trained in the lab so that we have multiple people who can perform that work if needed.

*Storm Water Operations;*

Staff looked at the storm intake on 9<sup>th</sup> Avenue East that was part of the Phase 2 work that was recently being performed and how to best handle it moving forward. They worked on some ditching for storm drainage on A Avenue East as well as televising a section of storm sewer for Musco. Staff also talked with contractors to get pricing for some storm sewer repairs that are needed this spring.

**Agenda Item #10**

*Distribution System Operations;*

There have been no water main breaks in the last month. There was a service line leak that we investigated and turned over to the property owner to fix. There have been a number of frozen meters and frozen lines in houses and under trailers, but no water main breaks at this time. The precipitation that we got last fall has really helped us through the winter. The snow that we received after it was so warm in early January also helped provide a blanket of insulation, helping minimize freeze related breaks.

*Treatment Plant Operations;*

The control diaphragm has been replaced on high service pump #5 and it back in operation. The effluent piping for filter #2 that needed straightening vanes installed has also been replaced. We have had a well or two freeze up but we have been able to get them thawed out and running

again. Cahoy Well & Pump is scheduled to pull two wells for rehabilitation and look at the pump gear to determine why we have had a significant amount of leakage for this one particular well.

*Office Operations;*

We were down to only 37 disconnects this month. We have been experiencing issues with most of the computers in one degree or another so we sought pricing from a couple of vendors for comparison and have ordered replacements. Most of these were new in April of 2013, so they are due for replacement. There is money in the CIP budget for this work. I have started working on the AWWA Water Audit Software. This follows the M36 manual for “Water Audits and Loss Control Programs” as published by AWWA. At a meeting in Ames in January there was a discussion that AWWA is looking to have the DNR partnering with utilities across the state for this program. This should give us a better picture of our actual water loss. We are still working on securing easements for the water main replacement but we have received some and are working towards agreements on others.

**Agenda Item #11**

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

**RESOLUTION NO. 1904**  
**RESOLUTION TO INCREASE WATER RATES EFFECTIVE MARCH 1, 2019**

WHEREAS, the current funds of the Oskaloosa Municipal Water Department and the anticipated income to be received in the future based on the present water rates will not be adequate to meet the funding requirements for the daily operations and capital improvement needs;

WHEREAS, an increase in water rates is the best alternative for the department to raise the funds to meet these needs;

NOW THEREFORE BE IT RESOLVED, the Oskaloosa Municipal Water Department shall charge all consumers a minimum charge of \$15.84 per month. In addition each consumer shall pay \$7.92 per one hundred cubic feet of water beyond the first two hundred cubic feet that are included in the minimum charge.

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Chairman of the Board,  
Oskaloosa Municipal Water Department

ATTEST:

The above Resolution No. 1904, Resolution to Increase Water Rates Effective March 1, 2019, came before the Board of Trustees of the Oskaloosa Municipal Water Department at its regularly scheduled meeting on the 11<sup>th</sup> of February, 2019, and the resolution was approved by the Board upon motion made and passed to approve the resolution by a vote of the members of the Board.

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Board Member  
Oskaloosa Municipal Water Department

**RESOLUTION NO.1905**

RESOLUTION SETTING A PUBLIC HEARING BEFORE THE OSKALOOSA WATER BOARD ON THE MATTER OF CAPITAL IMPROVEMENT PLAN FOR A AVENUE WEST, HIGHWAY 432 AND NORTH L STREET WATER MAIN REPLACEMENT PROJECT.

WHEREAS the Oskaloosa Water Board desires to hold a public hearing before the Board on the matter of water main replacement for North L Street, A Avenue West and Highway 432.

AND WHEREAS it is necessary to pass a resolution fixing the time and date for the said hearing;

IT IS THEREFORE RESOLVED that a public hearing before the Oskaloosa Water Board be held on the matter of water main replacement for North L Street, A Avenue West and Highway 432 at Four o'clock PM. on the 11<sup>th</sup> day of March 2019, at which time any interested party may offer written or oral comments for the Board.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Chairman

Attest:\_\_\_\_\_

**RESOLUTION NO.1906**

RESOLUTION SETTING A PUBLIC HEARING BEFORE THE OSKALOOSA WATER BOARD ON THE MATTER OF ACCEPTING BIDS FOR MOWING SERVICES.

WHEREAS the Oskaloosa Water Board desires to hold a public hearing before the Board on the matter of mowing services for the water treatment plant grounds.

AND WHEREAS it is necessary to pass a resolution fixing the time and date for the said hearing;

IT IS THEREFORE RESOLVED that a public hearing before the Oskaloosa Water Board be held on the matter of accepting bids for mowing services at Four o'clock PM. on the 11<sup>th</sup> day of March 2019, at which time any interested party may offer written or oral comments for the Board.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_