

WATER BOARD OF TRUSTEES
Regular Meeting
April 8, 2019
4:00 PM
Location: 1208 South 7th St.

Agenda

1. Approve Agenda.
2. Approve minutes of the March 11, 2019 regular meeting, March 25 and March 29, 2019 special meetings.
3. Approve invoices and Financial Statements.
4. Customer Forum.
5. Public hearing for mowing contract for water treatment plant grounds.
6. Consideration and discussion of entering into contract for mowing services with L. A. Lawn Care.
7. Consideration and discussion of pay application #8 from Dave Schmitt Construction Company, Inc. for South D water main replacement.
8. Consideration and discussion of updating Water Department Rules and Regulations.
9. Consideration and discussion of providing contingency funding for A Avenue West, Hwy 432, and North L Street water main replacement project.
10. Consideration and discussion of post-employment consulting agreement with Chad Coon.
11. Discussion of waste water operations.
12. General Manager's update.
13. Updates from members of the Board of Trustees.
14. Closed Session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered

when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa Code § 21.5(1) (i) (2012).

15. Possible action on wage for Interim General Manager.
16. Closed Session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa Code § 21.5(1) (i) (2012).
17. Potential action as it relates to the search for General Manager candidates.
18. 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

This is the public hearing for the mowing contract at the treatment plant grounds. Bids were opened on March 11th and the low bidder was L. A. Lawn Care from Eddyville at \$590/mowing. This item will need a motion to open the public hearing, listen to any public comments and then a motion to close the public hearing.

Agenda Item #6

The contract will be included in your packets and is based on the City’s contract for mowing services. There was discussion at the bid opening regarding a minimum number of payments versus actual mowings that may occur. Crystal Breuklander contacted the potential contractor to discuss the issue and communicated that payment will only be made for actual services rendered. Staff recommends approving the contract with L. A. Lawn Care.

Agenda Item #7

Pay application #8 from Dave Schmitt Construction has been presented to the City for approval and was approved at the City Council meeting on March 18th. Below is a summary of the pay applications;

<u>Summary of Pay Requests*:</u>				
	Public Works (A)	Water Dept. (B)	Total Payment (A+B)	Approved
Application #1	\$159,743.30	\$144,596.50	\$304,339.80	07/02/18
Application #2	\$382,703.53	\$29,369.08	\$412,072.61	08/06/18
Application #3	\$500,693.13	\$144,452.87	\$645,146.00	09/04/18
Application #4	\$325,408.96	\$16,208.13	\$341,617.09	10/01/18
Application #5	\$576,113.65	\$15,806.24	\$591,919.89	11/05/18
Application #6	\$298,587.21	\$522.11	\$299,109.32	12/03/18
Application #7	\$89,783.58	\$134.46	\$89,918.04	12/17/18
Application #8*	\$77,827.97	\$109.53	\$77,937.50	03/18/19

Total	\$2,410,861.33	\$351,198.92	\$2,762,060.25
Retainage	\$26,185.47	\$3,814.53	\$30,000.00
Remaining	\$60,055.15	\$11,636.55	\$71,691.70

	Div. 1 Part.	Div. 1 Non-Part.	Div. 2 Non-Part.	Div. 3 Non-Part.	Total	
Total Completed to Date =	\$2,259,350.05	\$12,886.75	\$355,013.45	\$164,810.00	\$2,792,060.25	97.50%
Amount Retained (@3%, \$30,000 Max.) =	\$24,276.16	\$138.46	\$3,814.53	\$1,770.84	\$30,000.00	
Total Completed Less Retainage =	\$2,235,073.89	\$12,748.29	\$351,198.92	\$163,039.16	\$2,762,060.25	
Less Previous Payments to Contractor =	\$2,227,948.63	\$12,744.31	\$351,089.38	\$92,340.43	\$2,684,122.75	
Amount Due Contractor this Application =	\$7,125.26	\$3.98	\$109.53	\$70,698.73	\$77,937.50	

It is staff recommendation to approve pay application #8 to Dave Schmitt Construction Co., Inc. in the amount of \$109.53.

Agenda Item #8

The rates section of OMWD’s Rules and Regulations needs updating to current water rates as well as the elimination of outdated wording for outside city limits and City of Beacon water rates. That is for section 2.7. In section 2.26 there is a new policy for how the office will address customer concerns for high water bills and the need for obtaining meter readings and referring customers to plumbers. Also in section 2.40, there is new wording for streamlining cash collections and the amount of loose change that will be accepted for payment of bills. These changes were previously sent out in an email to the Board and Ex-Officio members. Hard copies will be available at the meeting, and digital copies will be included with your packet information.

Agenda Item #9

At the point of approving the contract for the CIP project along A Avenue West etc., last month, I forgot to include contingency funding as part of the approval process. The City has been using this approach on their projects for quite some time and I simply forgot to include it as part of the discussion. We have \$750,000 budgeted for this project including valves and hydrants and inspection services. The contract cost with KLC is \$593,080.00. I am looking for a \$50,000.00 contingency which is 8.43% of the overall contract cost. This will still provide almost \$107,000.00 of funding for inspection services and valves and hydrants based on budgeted funds.

Agenda Item #10

As part of the consideration for post-employment consulting services, there is a contract being offered between OMWD and Chad Coon. The details of the contract include payment of \$75/hour for consulting as well as continuation of housing until July 31st, 2019, with one day per week dedicated to serving OMWD after leaving employment. David Dixon has drafted the agreement and it will be included in your packets. Also included is a lease agreement for continuation of housing.

Agenda Item #11

Collection System Operations;

This last month staff were working on uploading videos from Phase 1 and Phase 2 CIP projects to the GIS/GPS database as well as working with contractors to determine which manholes were going to be included for repairs that were done outside of CIP work. There is annual money budgeted for repairs in the collection system and staff are using the report from Garden & Associates to find deficient manholes and bring contractors in to repair them. There was an issue with the floats at the M Street lift station that staff worked with Jetco to help determine the best route for a permanent fix. It was determined that a pressure transducer would be a better fit for the application than the floats are and quotes were obtained to complete the work. There were also problems with pump #4 and one of the battery backup units at the same lift station. Staff worked to fix these issues as well. The camera was picked up from its annual maintenance and put back into use televising C Avenue West to identify active taps for the Phase 2 project, televised North I Street to identify an active tap, and then had to look at a tap on 2nd Avenue East that was damaged by a contractor performing lateral cleaning services. Staff root foamed a stretch of sewer on North J Street, approximately 150 feet of pipe. They looked into sewer complaints at 508 K Avenue West, 508 8th Avenue East as well as North 11th Street. All were found to be private lateral issues. The reclaimed water signs were replaced at Edmundson Golf Course for irrigation purposes, and staff investigated a pump issue at the University Park lift station that involved a wear plate and rotating assembly. Staff were instructed on the use of the GPS system that is used between Water and Sewer, and they also helped with locates for a force main out by the industrial park. We had a contractor come in and work on the #1 pump at the south plant lift station and also started repair work on the recirculation pump in the digester. Staff worked on getting prices for manhole adjustment risers and hauled materials to 9th Avenue East for part of the work on Phase 2. Also, grease trap inspections are on-going. 4500 gallons of water was used for jetting.

Jetted 650'

Televised 650'

Root foamed 150'

Plant operations;

This last month staff performed monthly maintenance at the northeast plant as well as checking on fire extinguishers at the northeast plant. We had rock hauled in to both plants and graded out to help with the condition of the roads. The blowers at the northeast plant were worked on, there was a City Safety Committee walk through of both plants as part of the annual City Safety Program. Staff hauled off junk from both the south and north plants to work on cleaning them up. There was a Pre-Construction Conference for the Short-Term CIP work at the plants where damage to a structural pier was found on the primary clarifier. Staff talked to the engineers and contractor to find a way to immediately repair the damage. They also exercised valves for the primary clarifier and grit chamber so that both of those units can be bypassed as part of the work-

flow for the project. Staff also looked at the roofs of the administrative buildings at both plants to determine where work was needed and look at getting quotes for the work from local contractors. We received rotating assemblies for different pumps that we had scheduled on the CIP list for work and/or replacement this year. Sludge was hauled from the northeast plant to the digester at the south plant throughout the month. We have changed our hauling process from a Monday and Thursday timeframe to Monday, Wednesday and Friday with smaller loads each time to minimize impact on the bridge over the creek until such time as a new bridge can be installed. The old animal shelter is being demolished and we are working with local contractors to demolish the old chlorine building at the north plant as well. This was in line with the work detailed in Fox Engineering's Facility Report. William Penn brought students out the week of March 25th for a tour of the south plant as part of their Public Health class.

Storm Water Operations;

This last month staff worked to clean out intakes on South 7th and 4th Avenue East after reports of a flooded intersection. They also worked on several other intakes that were plugged with leaves as the snow was finally melting. Staff met with several contractors to look at a CIP project to install new storm water infrastructure at the corner of Edmundson Drive and 11th Avenue West. They televised a storm water line to determine the best place to intercept a new line for Fellowship Bible Church's storm water infrastructure as part of their expansion, and built a form to replace the lid on an intake on North Market by William Penn. They also replaced an intake cover on North E and College as well as televised a section of storm water line and culvert on 6th Avenue West by the railroad crossing to determine what work was needed for repairs.

Agenda Item #12

Distribution System Operations;

With the weather finally turning warmer, the locates have started coming in faster and faster, and staff have gotten busier trying to keep up with those. There was only one leak this last month out on Luminary Lane. It was a shear crack on an old 4" cast iron main. The leak that we thought we had on North Market and B Avenue East has not surfaced and we will continue to monitor the area. Staff were working to repair the street at 11th Avenue West and South O Street but were hampered by an old field tile that kept running water. We worked with Mahaska Rural Water to bore in a new section of tile and run it out to daylight to get the water away from the repair area. Adam Eklofe was hired to fill the vacancy left when Rocky Stevens departed in December. He has already started in on training for the Customer Service Technician position and is showing that he is a quick learner. We had a Pre-Construction meeting for the A Avenue project and the contractor plans to start work the week of April 8th and will have 2 crews in town installing pipe in 2 places to speed the process along. Valves and hydrants have been ordered from Clow for this project and will be picked up Monday the 8th to ensure that everything is ready to go on our part for this project. We will be working to complete fire hydrant flushing in the near future.

Treatment Plant Operations;

Parts of the drag chains and flights have finally arrived for the middle settling basin and it will be drained so that the repairs can be made this next month. The flood waters of the South Skunk are receding and we should be able to get down in the well field and complete work on the wells to return to normal summer operations. With the wet conditions and flooding, we have not yet had well maintenance work completed and will be communicating with the company who performs this work to determine what their plan is for completion. Plant production is running about the same as it did in March of 2018, around 1,100,000 gallons per day. We have also received a replacement telescoping valve actuator that will be replaced in the near future. The plan is to have a representative from Stover Controls in Marshalltown come in and complete the repairs and replacement of this unit.

Office Operations;

I have started training Matt for the Interim GM position. He was able to spend time with me during the week of the 1st and we were able to discuss some of the duties for the position. The plan is to continue to spend time detailing the work and responsibilities and to have Matt do more and more of the daily work so that by the time I leave he has a fairly firm grasp on what to do. The new PC's are installed and while we have had a few hiccups, the IT company was able to answer and/or fix the issues very promptly. We had about 65 +/- shutoffs for April, that was up slightly from last month. The mobile home park, Oak Creek, formerly known as Lamson's was sold effective April 2nd. The new owner came in either in late February or early March to discuss the purchase. At that time he was informed of the change in City Code to match OMWD policy for master metering. When we found out that the purchase was finalized, staff went out and got readings on all of the meters and we finalled out all of the individual customer accounts and moved everything over to the 2 master meters. Staff also worked to remove any radio read meters that we had out there. We will be ordering materials to complete the removal of all meters from that facility and will then schedule a time for that work.

Agenda Item #13

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

Agenda Item #14

This item is being requested by the Interim General Manager to further discuss the Interim General Manager's position. Wage information will be provided at the time of the meeting.

Agenda Item #15

This is for potential action on the wage of the Interim General Manager as it relates to the discussion during the closed session.

Agenda Item #16

This closed session is for the Board of Trustees to discuss the search strategy with staff from Byrnes and Rupkey as it relates to the General Manager's position.

Agenda Item #17

This item is reserved for the possible action that may be necessary after the closed session in Agenda Item #16.