

WATER BOARD OF TRUSTEES
Regular Meeting
August 15, 2016
3:00 PM
Location: 1208 South St.

Agenda

1. Approve agenda.
2. Approve minutes of the July 11, 2016 regular meeting.
3. Approve invoices and financial statements.
4. Customer forum.
5. Discussion of wastewater operations.
 - A. Update on 28E agreement.
 - B. Consideration and discussion of pay increase for wastewater certification.
6. Consideration and discussion of fluoride addition to water supply.
7. Consideration and discussion of pay application #2 for DeLong Construction.
8. Consideration and discussion of credit card payment limits.
9. General Manager's Update.
10. Miscellaneous.
11. 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.”

There are no items at the time the agenda was prepared.

Agenda Item #5

Staff continue to work on televising, and jetting where necessary, sanitary and storm sewers. They continue to work on the list supplied by Garden & Associates to assist with the I & I study currently underway. As well, staff are also completing nuisance complaint mowing as needed throughout Oskaloosa. During a rain event in mid-July there were three manholes that were bypassing around town. There was also bypassing that happened out at the southwest treatment plant. The IDNR was notified about all areas and the estimated volume of the bypass. These are items that we hope to alleviate with the assistance of the I & I study's results and capital for repairs in the coming fiscal years. We are still waiting for parts to arrive to complete repairs on the digester at the southwest plant. We will start determining capital needs this month to help with budgeting. Staff will be involved in this process to help us meet the needs of the plants and collection system.

There is an issue with one of the collection mains on M Avenue west between a couple of manholes that appears to have dropped and is holding water. It will occasionally backup into a customer's house. I have spoken to the inspector who worked for Garden at the time the street was redone in 2009. This particular area did not have new sewer main installed. I would like to discuss some options for repair.

I have spent some time talking with some farmers and reaching out to others to gather information about costs and opportunities for cleaning out the lagoons. There is money budgeted this year and we will need to look at this more closely as the time to start applying this product is after harvest.

I will try to have the 28E sheet updated by the time of the meeting.

In July I took and passed a Grade I Wastewater exam with the IDNR. I have the certificate in the office. As per the previous discussions related to wage and certification, there is to be an increase in the General Manager's pay as a result of satisfactorily increasing certifications for Wastewater.

Agenda Item #6

At the July Board of Trustees' meeting it was requested to include a discussion item for water fluoridation. Staff have been working to determine the operability of related equipment at the treatment plant. They have identified equipment that will need to be replaced and electrical work that will need to be completed by a licensed electrician as well. At this point, the estimates that I have for the equipment and repairs is under \$20,000. There is grant funding available through Delta Dental of Iowa for up to \$25,000. That has some limitations and variables as well, but is out there as an option.

Agenda Item #7

DeLong Construction has submitted pay application #2 in the amount of \$55,300.80. This is with the 5% retainage withheld. This is for work completed by July 31, 2016. Garden has reviewed the submittals and forwarded to the Board for action. I recommend approving the pay application in the amount of \$55,300.80.

Agenda Item #8

When OMWD first took action to start accepting credit cards, the Board of Trustees took the additional step of adding a limit to the amount that could be charged on a card to try and contain the expenses for the department. As we continue to evolve in our transaction process it has been noted that are seeing more and more customers who are using their debit/credit cards and some of them are in excess and may call in multiple days to charge the limit in order to pay their bills. This is actually costing us more money as we pay each time a customer swipes their card. It may warrant further discussion by staff and the Board to look at eliminating this practice. This action was initially taken by resolution and I have consulted with David Dixon and another resolution would need to be passed to rescind the one with the limit.

Agenda Item #9

Crystal has started gathering information about monument signs for the office. We should have some rough numbers and different ideas at the meeting.

The move to monthly billing has been challenging. There are certain days that are extremely busy for office staff and we continue to look for ways to improve our work flow. We also had shut off day for the whole community the first Wednesday of this month. We used some wastewater staff to assist water staff perform the shut offs in order to get them all completed as well as turning customers back on once they had paid. We will continue to re-assess operations and look for additional efficiencies.

The engineering services agreement has been signed and sent to Fox for design work on K Avenue East and Sheriff Avenue.

Work continues on Carbonado Road for the new water main. The contractor has almost all of the water main installed and has started punching water service lines under the road. They have gone back and re-chlorinated the main that failed bacteriological testing and are currently awaiting results to see if they were successful this time. They ended up using a horizontal

direction drill for quite a bit more of the project than originally anticipated. Garden checked with staff to ensure this was acceptable. The contract price will remain intact for the overall project.

Staff talked with a representative from another meter company who offers cellular technology for readings and we are currently considering a small scale deployment/demonstration to determine future feasibility.

We continue to adjust content on the webpage for the City's website in order to activate that site and deactivate our old website.

Agenda Item #10

There have been two leaks this last month, both on Carbonado Road. One has been fixed and the other one has not and probably won't be. It is a small "seeper" type leak that will cost more to fix than it will in lost water.

APPLICATION FOR PAYMENT NO. 2

To: Oskaloosa Municipal Water Department (JURISDICTION)

From: DeLong Construction, Inc. (CONTRACTOR)

Contract: Carbonado Road Water Main Replacement - OMWD - Oskaloosa, Iowa - 2016

Project: Carbonado Road Water Main Replacement - OMWD - Oskaloosa, Iowa - 2016

JURISDICTION's Contract No.: _____ ENGINEER's Project No.: 4015097

For Work Accomplished Through the Date of: 31-Jul-16

1. Original Contract Price:		\$ 401,305.00
2. Net Change by Change Orders and Written Amendments (+ or -):		\$ 1,000.00
3. Current Contract Price (1 plus 2):		\$ 402,305.00
4. Total Completed and Stored to Date:		\$ 213,843.20
5. Retainage (Per Agreement):		
5% of Completed Work:	\$ 10,692.16	
0% of Stored Material:		
Total Retainage:		\$ 10,692.16
6. Total Completed and Stored to Date Less Retainage (4 minus 5):		\$ 203,151.04
7. Less Previous Application for Payments:		\$ 147,850.24
8. DUE THIS APPLICATION (6 MINUS 7)		\$ 55,300.80

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: 8-4-16 DeLong Construction, Inc.
By: [Signature] (CONTRACTOR)

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 8-4-2016 Garden & Associates, LTD.
By: [Signature] (ENGINEER)

Payment of the above AMOUNT DUE THIS APPLICATION is approved.

Dated: _____ Oskaloosa Municipal Water Department
(JURISDICTION)
By: _____

Attachment to Pay Application No. 2
Carbonado Road Water Main Replacement
Oskaloosa Municipal Water Department
Oskaloosa, Iowa - 2016

G&A 4015097

No.	Base Bid	Item	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity to Date	Payment Price
1		Mobilization	LS	1	\$10,000.00	\$10,000.00	0.67	\$6,667.00
2		Clearing and Grubbing	LS	1	\$3,700.00	\$3,700.00	1.00	\$3,700.00
3		Trench Foundation	TON	50	\$25.00	\$1,250.00		
4		Trench Compaction Testing - Water Main	LS	1	\$6,160.00	\$6,160.00	0.75	\$4,620.00
5		Sanitary Sewer Service, 4" PVC C900, DR18	LF	20	\$75.00	\$1,500.00		
6		Water Main Trenched, PVC, 4"	LF	4	\$200.00	\$800.00		
7		Water Main Trenched, PVC, 8"	LF	5,535	\$25.00	\$138,375.00	5049.00	\$126,225.00
8		Water Main Trenchless, PVC, 8"	LF	365	\$40.00	\$14,600.00	329.00	\$13,160.00
9		Steel Casings, 16"	LF	80	\$190.00	\$15,200.00	80.00	\$15,200.00
10		Water Service Stub, Copper, 1"	EA	29	\$1,500.00	\$43,500.00		
11		Water Service Stub, Copper, 1", Auger or Bored	EA	26	\$2,700.00	\$70,200.00		
12		Gate Valve, 8", Install Only	EA	17	\$600.00	\$10,200.00		
13		Tapping Valve Assembly, 8" x 8"	EA	1	\$3,000.00	\$3,000.00	15.00	\$9,000.00
14		Fire Hydrant Assembly, Install Only	EA	8	\$1,600.00	\$12,800.00	1.00	\$3,000.00
15		Existing Fire Hydrant Removal	EA	5	\$400.00	\$2,000.00	6.00	\$9,600.00
16		Water Main Connection - Connection No. 1	LS	1	\$2,000.00	\$2,000.00		
17		Water Main Connection - Connection No. 2	LS	1	\$2,500.00	\$2,500.00		
18		Water Main Connection - Connection No. 3	LS	1	\$750.00	\$750.00		
19		Water Service Meter Pit, Install Only	EA	5	\$500.00	\$2,500.00	1.00	\$750.00
20		Removal of Sidewalk	SY	1	\$200.00	\$200.00		\$0.00
21		Removal of Driveway	SY	1	\$12.00	\$3,768.00	212.10	\$2,545.20
22		Sidewalk, PCC, 4" Thick	SY	1	\$200.00	\$200.00		\$0.00
23		Driveway, Paved PCC, 6" Thick	SY	282	\$50.00	\$14,100.00	138.00	\$6,900.00
24		Driveway, Paved HMA, 6" Thick	SY	37	\$81.00	\$2,997.00	37.00	\$2,997.00
25		Driveway, Granular, 6" Thick	TON	110	\$24.00	\$2,640.00	51.00	\$1,224.00
26		Full Depth Patch, HMA	SY	170	\$83.00	\$14,110.00		\$0.00
27		Subbase Overexcavation	TON	45	\$35.00	\$1,575.00		\$0.00
28		Pavement Removal	SY	170	\$6.00	\$1,020.00	140.00	\$840.00
29		Conventional Seeding, Fertilizing, and Mulching	LS	1	\$8,500.00	\$8,500.00		\$0.00
30		SWPPP Preparation	LS	1	\$1,300.00	\$1,300.00	0.50	\$650.00
31		SWPPP Management	LS	1	\$3,500.00	\$3,500.00	0.50	\$1,750.00
32		SWPPP Qualifying Rainfall Event Inspection	EA	6	\$60.00	\$360.00	3.00	\$180.00
33		Removal and Reinstallation of Existing Fence, Field Fence	LF	40	\$25.00	\$1,000.00	20.00	\$500.00
34		Traffic Control	LS	1	\$5,000.00	\$5,000.00	0.67	\$3,335.00
		Change Order No.1	LS	1	\$1,000.00	\$1,000.00	1.00	\$1,000.00
TOTAL BASE BID						\$402,305.00		\$213,843.20