

WATER BOARD OF TRUSTEES
Regular Meeting
May 18, 2015
4:00 PM
Location: 1208 South St.

Agenda

1. Approve Agenda.
2. Presentation of Water Meter Analytics for Consideration by the Board of Trustees.
3. Approve Minutes of the April 20, 2015, Regular Meeting.
4. Approve Invoices and Financial Statements.
5. Customer Forum.
6. Consideration and Discussion of High Water Bill for 509 High Avenue East.
7. Consideration and Discussion of Bill from Liebus Concrete.
8. Consideration and Discussion of Agreement between Oskaloosa Municipal Water Department and Garden & Associates for Engineering and Related Services for Carbonado Road Project.
9. Consideration and Discussion of Job Opening(s) for Water/Wastewater Maintenance I.
10. General Manager's Update.
11. Miscellaneous.

INFORMATION CONCERNING AGENDA ITEMS:

Agenda Item #2

Dan Sinclair with Metering Technology and Solutions will be here to present an option for you to consider regarding new metering technology and analytical metrics.

Agenda Item #5

“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.”

Comments are to be directed to the Board of Trustees only.”

There are no items to present at this time because the next two items will be related to this issue.

Agenda Item #6

Jo Broerman of 509 High Avenue East has a large water bill to discuss with the Board. Sometime between the February meter reading and the May reading a leak developed at this residence. OMWD was alerted to it through the normal course of meter reading. Staff contacted Ms. Broerman to alert her of the high usage. Staff then went to help her locate the cause of the usage. They were able to find the cause and help Ms. Broerman remedy it. As a result, Ms. Broerman’s usage, which annually averages 9 units, has jumped to 415 units. The water portion of this bill will be \$2128.95. Ms. Broerman has asked to address the Board in regard to this high bill. The information will be attached this packet.

Agenda Item #7

Denny Liebus, Liebus Concrete Products, will be in attendance to discuss a bill for concrete product that he claims was ruined as a result of fire hydrant flushing. This item was briefly discussed last month by the General Manager. A copy of the bill will be attached to your packet.

Agenda Item #8

I sent you the email Friday from Garden in relation to this topic. This is for the design of the Carbonado Road water main improvement project and is follow up to the RFP that was approved last month.

Agenda Item #9

This is a continuation of the discussion from the April 6, 2015 special meeting. I have attached a copy of the job description that has been developed for these positions. In my conversations with the City Manager there is a demonstrable need for additional employees to work in wastewater. As talks have progressed with the Wastewater/Water Working Committee, this topic has been brought up. I am at the point where we will list these openings and hold

interviews etc. From an administrative perspective, OMWD will bill the City for the wages and benefits of any new employees that perform work on the City's wastewater treatment and/or collection system. At the April 6 meeting the Board asked that a legal agreement be drawn up. Currently, our lawyers are reviewing the agreement, and discussing any necessary changes or modifications with the City's legal counsel.

Agenda Item #10

- ✓ In conjunction with Item #9, the City has had the services of OMWD's treatment plant operator since the end of December 2014. While the weather was colder, distribution projects are minimalized, however, with spring upon us the projects are starting to stack up and we have been short-staffed as a result. Currently, one of OMWD's distribution operators has been covering plant operations. We need to consider how to best approach a solution to this issue.
- ✓ June 1 Hydro Klean will be here to remove and replace the filter media in Filter #1.
- ✓ Wells #22 and #25 have been cleaned and rehabilitated. The pumps have been replaced and we are awaiting bacterial analysis before returning them to service.
- ✓ The contractor has been working on water main for the Avenue East project. At this time, new main has been installed from Market to between South and South and along South from Avenue East to Avenue East. I have requested that we hold weekly progress meetings to eliminate some communication issues between the department and the contractor.
- ✓ The water main project that we had slated for G Avenue West has been completed. The casing has been bored under the railroad, water main installed, pressure test passed and bacterial analysis complete. We will work towards reconstructing the street in the near future.
- ✓ I have responded to the Iowa DNR with regard to the Sanitary Survey. I will include that in your packet.

Agenda Item #11

There have been no leaks to report this month.

I have nothing else at this time, should something arise, I will inform you on Monday.

ACCOUNT NUMBER: 217-000300-00 JO BROERMAN
 ADDRESS: 509 HIGH AVENUE EAST

METERED SERVICES:

	2/25/2014	5/25/2014	8/25/2014	11/25/2014	TOTAL
WA - QTR RESID	5.00	2.00	2.00	1.00	10.00
WA METERED SALES	25.44	27.96	27.96	27.96	109.32
WA TAX	1.78	1.96	1.96	1.96	7.66
SEWER SALES	40.91	30.02	30.02	26.39	127.34
STORMWATER FEE	6.00	6.00	6.00	6.00	24.00
TOTAL	74.13	65.94	65.94	62.31	268.32
PAYMENT	3/06/2014 74.13CR	6/12/2014 65.94CR	9/10/2014 65.94CR	12/08/2014 62.31CR	268.32CR

ACCOUNT NUMBER: 217-000300-00 JO BROERMAN
 ADDRESS: 509 HIGH AVENUE EAST

METERED SERVICES:

	2/25/2013	5/25/2013	8/25/2013	11/25/2013	TOTAL
WA - QTR RESID	2.00	2.00	2.00	2.00	8.00
WA METERED SALES	25.44	25.44	25.44	25.44	101.76
WA TAX	1.78	1.78	1.78	1.78	7.12
SEWER SALES	29.01	30.02	30.02	30.02	119.07
STORMWATER FEE	6.00	6.00	6.00	6.00	24.00
TOTAL	62.23	63.24	63.24	63.24	251.95
PAYMENT	3/28/2013 65.25CR	6/05/2013 63.24CR	9/16/2013 63.24CR	12/11/2013 63.24CR	254.97CR
PENALTY	3/26/2013 3.02				TOTAL 3.02

ACCOUNT NUMBER: 217-000300-00 JO BROERMAN
 ADDRESS: 509 HIGH AVENUE EAST

METERED SERVICES:

	2/25/2012	5/25/2012	8/25/2012	11/25/2012	TOTAL
WA - QTR RESID	2.00	2.00	3.00	2.00	9.00
WA METERED SALES	24.60	25.44	25.44	25.44	100.92
WA TAX	1.72	1.78	1.78	1.78	7.06
SEWER SALES	28.03	29.01	32.52	29.01	118.57
STORMWATER FEE	6.00	6.00	6.00	6.00	24.00
TOTAL	60.35	62.23	65.74	62.23	250.55
PAYMENT	3/14/2012 57.25CR	5/31/2012 62.23CR	9/14/2012 65.74CR	11/30/2012 62.23CR	247.45CR
ADJUSTMENT	2/25/2012 0.00				0.00

Account Management - (View)

File Edit Options Functions Consoles Help

Account Number: 217-000300-00 New Occupant

Address: 509 HIGH AVENUE EAST

Zone: 02

Name: BROERMAN, JO

General Metered Non-Metered Financial Information Comments History Consumption History Service Orders Devices

Serv/Tbl: 100 QR WA - QTR RESID

Status: On

Units: 1.00 Meter #: 52265715

Scale: 1.000 Dials: 4

Last Read: 5/07 - 541

Sequence: 300.00

Location: 1/2, TP

Instruction:

Serial #: 40023375

Expected Consumption: 2

Tax Exempt Percent: 0.000

Apply to Address

Serv	Tbl	Description	Status	Units	Meter #	Scale	Dials	Sequence	Location
100	QR	WA - QTR RESID	On	1.00	52265715	1.000	4	300.00	1/2, TP EAST SIDE, BASEMENT

6 days 5-4-15
 5-13-15
 5-7-15
 2-10-15

58074
 576735
 541
 165 / 370
 415

ACCOUNT	SERV/TBL	CHARGE	PREVIOUS	CURRENT	CONS	SERV/TBL	CHARGE	SERVICE INFO
217-000300-00 BROERMAN, JO 509 HIGH AVENUE EAST	100-QR WA	2,128.95	165	580	415	200-QR SW	1,529.21	
	100-QR TAX	149.03				600-STR ST	6.00	STEP: 01
						PENALTY	183.21	
								TOTAL 3,813.19

*** END OF REPORT ***

LIEBUS CONCRETE PRODUCTS, INC.

Invoice

816 South 1st
OSKALOOSA, IA 52577

Date	Invoice #
4/6/2015	7476

Bill To
Oskaloosa Water Dept 1208 South 7th Street P. O. Box 708 Oskaloosa Iowa 52577

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
		DJL	4/6/2015			

Quantity	Item Code	Description	Price Each	Amount
1	Misc.	Concrete Lost Because Water dept Staff Turned water Off Exempt Governmental	153.00 0.00	153.00T 0.00

Total			\$153.00
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OSKALOOSA MUNICIPAL WATER DEPARTMENT

JOB CLASSIFICATION: Water/Wastewater Maintenance I

DEPARTMENT: Water	ACCOUNTABLE TO: General Manager	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for performing a wide variety of skilled activities in maintaining and repairing water/wastewater utilities. Duties might include: performing locates on water and sewer lines for the City, other utilities, contractors, and the general public; rebuilding intakes and manholes; repairing pipes; performing maintenance on water distribution and sewer collection systems; operating specialized equipment requiring a higher skill level; performing preventative maintenance and cleaning equipment; performing snow removal duties; replacing valves and fire hydrants; making water taps; assisting the Customer Service Technician with meter changes; reading water meters; flushing fire hydrants; repairing water main breaks; and, assisting in a wide variety of Water/Wastewater projects. Incumbents may serve as a lead worker to seasonal staff on maintenance projects.		
DISTINGUISHING CHARACTERISTICS: The Water/Wastewater Maintenance I is the second level of a four-level Water/Wastewater series. The Water/Wastewater Maintenance I is distinguished from the seasonal staff in that they perform activities requiring a higher level of skill. The Water/Wastewater Maintenance I is distinguished from the Water/Wastewater Maintenance II by the type of equipment operated and/or a Water Distribution License. The Water/Wastewater Maintenance I and Water/Wastewater Maintenance II are distinguished from the Distribution Collection Foreman which is responsible for serving as a lead to Water/Wastewater crews.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Performs utility locates on water and sewer lines.	Daily
2.	Operates equipment such as sewer jets, sewer vacs, vacuum excavators, tapping machines, power tools and all trucks.	Daily
3.	Inspect lift stations as necessary; check flowchart and record usage.	Daily
4.	Operate water and wastewater treatment plants; adjust chemical feed as necessary, test and record results for a variety of parameters to ensure compliance with permits.	Daily
5.	Maintain adequate levels of chemicals for water and wastewater treatment.	Weekly

OSKALOOSA MUNICIPAL WATER DEPARTMENT

JOB CLASSIFICATION: Water/Wastewater Maintenance I

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
6.	Collect and test sewer and water samples as required by permit.	Weekly
7.	Cleans and repairs sewers including: sewer lines, pipes, manholes, intakes and related structures.	Weekly
8.	Performs maintenance on water distribution and sewer collection systems including: repairing valves and hydrants, flushing the system, cleaning manholes and other activities to maintain a safe water supply. Serves as a lead to seasonal workers on maintenance projects	Weekly
9.	Reads water meters; looks for problems with water meters; takes final readings for new or vacating occupancies; assists the Customer Service Technician with meter changes and troubleshooting problems.	Monthly
10.	Performs preventative maintenance and cleaning of equipment to allow for safe and efficient equipment operation.	Monthly
11.	Replaces valves and fire hydrants, makes water taps, and ensures proper installation.	Monthly
12.	Repairs water main and sewer main breaks, determines nature and location of the leak and the best method of repair.	Monthly
13.	Maintain maps and GIS system. This includes collecting GIS/GPS data for uploading to the digital mapping system.	Monthly
14.	Mow, trim and general upkeep of the office, water towers, water and waste water treatment plant grounds.	As Required
15.	Performs snow removal duties such as operating snow plows and hauling, shoveling, and applying chemicals and abrasives to parking lots, driveways, sidewalks and steps.	As Required
16.	Repairs streets and sidewalks by removing and replacing concrete and asphalt, and necessary clean up activities.	As Required
17.	Performs other duties as assigned.	As Required
18.	Will be available to respond in emergencies or unusual situations outside of the normally assigned work periods.	As Required

OSKALOOSA MUNICIPAL WATER DEPARTMENT

JOB CLASSIFICATION: Water/Wastewater Maintenance I

Knowledge (position requirements at entry):

Knowledge of:

- Water distribution system, hydrants, valves, fittings, maps and flows;
- Sewer collection systems, manholes, pipes & fittings, flows, and repairs and maintenance;
- Work zone safety;
- Hand and power tool operation;
- Excavation safety;
- Construction techniques;
- Traffic control.

Skills (position requirements at entry):

Skill in:

- Maintaining and repairing distribution systems and sewer collection systems;
- Operating hand and power tools;
- Operating equipment such as sewer jets, sewer vacs, vacuum excavators, tapping machines, power tools and all trucks;
- Problem solving;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and three years of construction, utility maintenance, or related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Class A, Commercial Driver's License with tanker and air brake endorsements.

Incumbents may be required to have:

- Water Distribution/Sewer Collection Licenses.

Working Conditions (position requirements at entry):

- Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, poor ventilation, and intense noises.
- Incumbents will work outdoors in all kinds of weather conditions, as necessary, as well as indoors, as necessary.
- Incumbents will operate a multitude of equipment with varying degrees of noise and vibration.

OSKALOOSA MUNICIPAL WATER DEPARTMENT

JOB CLASSIFICATION: Water/Wastewater Maintenance I

Physical Requirements:

Positions typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Oskaloosa Municipal Water Department Sanitary Survey Response

Requirements:

1. A spreadsheet has been developed and staff have been instructed to gather well drawdown data for static and pumping levels on a monthly basis and to report this data with our MOR.
2. Staff will re-excavate the ground storage reservoir overflow line and ensure that an adequate air gap exists. This will be completed prior to July 1, 2015. If an adequate air gap does not exist, work will be scheduled to minimize interruption to plant operation which will push it back until late fall of 2015.
3. Staff has already changed the parameters it uses to determine Contact Time and will continue to use the parameters as determined by IDNR Field Staff.
4. During future washout and cleaning procedures OMWD will instruct contractors to collect bacterial samples for analysis.
5. Staff will develop and print out a turbidimeter standardization protocol and maintain in a file at the treatment plant no later than July 1, 2015.
6. Current OMWD employees who are working at the treatment plant will complete and submit the Operator Certification Compliance Plan by July 1, 2015. Future OMWD employees will complete and submit the Operator Certification Compliance Plan within 90 days of hire.

Recommendations:

1. OMWD has developed a Source Water Protection Plan in conjunction with Iowa Rural Water Association. We will work towards implementation at a later date.
2. OMWD will work towards locating all well construction logs.
3. OMWD will work on keeping pumping equipment in good condition.
4. OMWD will work on labeling chemical injection points.
5. OMWD will consider formal adoption of the optimization goals in accordance with PBT.
6. OMWD will consider conducting jar testing.
7. OMWD will look at manufacturer's recommendations for tubing replacement for the peristaltic pumps.
8. OMWD will consider variable speed drives for the flocculation basin.
9. OMWD will work towards removing small trees and shrubs from the lime and backwash lagoons.
10. OMWD staff work towards ensuring that day tanks hold no more chemicals than what can be pumped in 30 hours.
11. OMWD will have backflow preventers tested annually.
12. OMWD will work towards ensuring that chlorinated water is not discharged to a water of the state.
13. OMWD is working on and will continue to update a capital improvement plan to replace aging water mains.
14. OMWD will work towards developing a valve exercise program.
15. OMWD will measure sample flow through online analyzers when calibrations are completed to ensure that flow meets manufacturer's recommendations.