

MINUTES OF THE BOARD OF PUBLIC WORKS

Tuesday, November 24, 2020

The Regular Meeting of the Board of Public Works was held on November 24, 2020 at 7:30 a.m. in the City Council Chambers located at 405 Jefferson Street, Washington, Missouri. The following were present/absent:

MEMBERS:

Chairman	John Vietmeier	Present
Member	Brad Mitchell	Present
Member	Mike Radetic	Present
Member	Steve Richardson	Present
Ex-officio Member	Steve Strubberg	Present
Ex-officio Member	Vacant	--

OTHERS:

Council Representative	Steve Sullentrup	Absent
Council Representative	Mark Wessels	Absent
Mayor	Sandy Lucy	Absent
City Administrator	Daren Lamb	Absent
Water/Wastewater Superintendent	Kevin Quaethem	Present
Water/Wastewater Secretary	Beverly Hoyt	Present
Public Works Director	John Nilges	Present
Assistant City Engineer	Andrea Lueken	Absent
Emergency Management Director	Mark Skornia	Absent
Fire Chief	Tim Frankenberg	Absent

Originals and/or copies of agenda items of the meeting, including recorded votes are available on record in the office of the Public Works Department for one year. Video/DVD and audio tapes are kept only until the minutes have been approved for the meeting. DVD copies of this meeting are distributed to Board Members if requested.

Minutes

An error on the minutes for October needed fixing. Mr. Mitchell was showing as absent, but was present. Change made and minutes were posted to our City web site.

A motion was made by Mr. Richardson and seconded by Mr. Mitchell to approve the minutes from the regular October 13, 2020 meeting. The motion passed without dissent.

Priority

No priority items.

Wastewater

Doing good, we did change our crews to four (4) ten hour shifts. One crew works Monday through Thursday and the other works Tuesday through Friday. We have them separated out. There are five (5) bays in our shop so we have one crew working out of Bay 1 and 2, Bay 3 is an open bay and the other crew works out of four and five. They do not cross over. If we have a major problem they will, but they are always wearing mask while working together. We are doing everything we can to help curb the spread of the virus and to keep all our employees healthy so we can continue to supply water and wastewater services to the City of Washington. We have a good group of people they did not complain when we went to the 12-hour shift or when we went back and now the 10-hour shift. They never complain, we have a good group of people in both water and wastewater.

Old Business

We will be finalizing the review of the Industrial permits this month. They will be issued next month in December. We have been released from our Notice of Violation at the Treatment Plant and are now in good standing.

We are now working on our NPDES Permit for the Wastewater Treatment Plant that is due next year. With this COVID happening we are having problems getting things going. It will be fine but it is our next big project.

The ME Frick Lift Station – We are gradually getting in more materials, as they come in we will be installing them. We are now at the point, we have gotten the glide rails and mounting equipment, that mounts the pumps to the bottom of the lift station. Next week we will be installing these. At this point, we will be ready for the company that is supplying all the electrical to come in, set the panel and pumps and then we will be up, and running. We are hoping by the end of December the lift station will be back on line. Meanwhile we are using the bypass pump. We are checking on this every day to make sure it is running and has enough fuel.

Meadow Lake – We did go out and clean up some of the rock, now we are waiting on the fusion person to come in and fuse the pipe together so we can get it underneath the highway. Once all this is done, we will clean up the highway and bring it back to the way it once looked or as close as possible. Then we will start work on the north side and head up south towards Meadow Lake Farms. The boring is completed it was done in one day, great company to work with. They were very safety conscious they worked hard and got it done in one day.

Walnut Street – Still on its way, equipment is being built and shipped from Sweden, so it takes a little longer to arrive. Should be here sometime in December. Once they arrive, the company will come out with a technician and train our crews to be able to adjust and maintain the equipment since it is different from the old ones. We will get training along with assistance with the installation so our crews will be able to monitor and adjust them as need be. December is going to be a busy month.

Water

Delinquent Water Bills – These have started to increase. How far and what direction do we go before reaching out. We can shut them off if need be. We have met with administration about the codes. There are some discrepancies and fine lines with notification of people. Need to identify some of the issues with code, need to clean it up a bit maybe add another 15-20 days extra for people to get their payment in. Make it more streamline so everyone understands what the process will be moving forward.

As far as shut offs go, yes it is our system we can shut them off. In the spring we did come to the Board to suspend it for a time, but I believe in July it was somewhat lifted. We are actively trying to get caught up on some of the ones that are over three (3) and four (4) months. Some of these were delinquent prior to the pandemic situation. City code has the valve as being owned by the property owner. Some of these do not even have a shut off valve, which presents a problem for us. We have to go out and install one.

We have checked around and we are unique in that we have a code that says curb stops are the responsibility of homeowner. This is one code we need to discuss. The curb stop is a tool to help us protect our income, not unnecessarily the property owners' tool. Just a few things we need to clean up. We are working on the list of delinquent accounts, if this is not what we should be doing, we are open to suggestions. We are mainly focusing on the long term repeaters. As far as manpower and jobs being put back on hold, we now have the time for the crews to go out and address these. It is the long timers that know they are on the shut offs but they have been there a while and know that we cannot get on the curb stop or valve to shut them off. We now have manpower to address these. We are trying to be as cautious and understanding as we can. People have to understand that they have known for months that they have a water bill that needs to be paid, and have just not paid it knowing we were unable to get on the valve.

The Board and City Council would have to work on changes for those codes. There was an article in the Missouri Rural Water Association (MRWA) that asked communities to consider not shutting off an most did comply and said yes. They would for the time being. Not sure if any of the communities have lifted this or not. We need to look at it from both sides, we still need revenue coming in and if not, will we have to start laying off.

We need to look at these shut offs and try to get them on a more consistent process. It is not just residential there are some businesses that hit the two and three month. Again, how do we handle these, do we go out and shut them off. We are not reaching out to them to find out what the problem is and they are not reaching out to us. Not one person on the shut off list has reached out to the City to say, hey, what can we do and looking at the uses, they are not even trying to use less

water to help reduce their bills. We are also looking into maybe some type of form letter to send out. We are looking at the payback plan to see what can be done there.

We are looking at a delinquent amount owed to the City of \$70,000.00; this is a total of all, four months, 3 months and all the delinquent accounts. Generally, the one and two months fall off in the roll of two months. Back in March before the pandemic we were sitting at maybe \$15,000.00 delinquent, most were the ones that had problems, a bent or broken curb stop. The City does not own that valve a little difficult to say; you have to fix your curb stop so we can shut your water off. So we have had some discussion there on making those valves our responsibility, this is our tool. No sense in wasting time on why it was not made ours, just need to move forward and come to the Board with a code revision. This would give us the tool we need to fix those and keep this from happening. This is a one-liner code. We just change it from being property owners' responsibility to the City's responsibility. The builder puts the curb stop in and it just transfers over to the homeowner. It has been this way for over 20 years, not sure of the whys' it was just done this way. The only thing that makes sense to me is that we did not have the manpower or revenue at that time to maintain them. This is going to change; this is the tool that keeps revenue coming in.

I do not think any resident is going to complain if we say, "We are going to repair that curb stop". Once we make repairs, we will then be able to shut them off. We have the tool to shut these off; the residents has never had the tool, and will be unable to turn themselves back on or off. We do recognize there is a problem with this code; we need to move forward and fix the code.

We do want to be sensitive to the homeowner who is down on their luck, they both lost their job, and these are people we want to help. The bottom line is the time and expense spent on the issue alone is for the small majority of the total homeowners or customers. This is good discussion and curious as to where it stands. There may be merit in changing some of these things.

Fixing the code now long term will allow us to have more teeth later. We are identifying problems; trying to come up with good solution with something, you can build a foundation for the future rather than just rushing one thing. To get through the problem, we can always do better.

If this goes forward, how do we implement it? If I have a leaky curb stop, I have to fix it. If the City owns it, the City will replace it. Existing ones if they need repaired we will put them on a list to be repaired.

Next Scheduled Meeting Date

The next scheduled meeting date is December 22, 2020.

Adjourn

There being no further business the meeting adjourned on a motion by Mr. Mitchell and seconded by Mr. Radetic. All in favor aye, those oppose. We are adjourned.

Prepared by:

Beverly Hoyt
Beverly Hoyt
Water/Wastewater Secretary

Adopted and Approved by the Board of Public Works:

Date:

Dec 22, 2020

Signature:

M. Hoyt DDS
Secretary

Memorandum

TO: Darren Lamb, City Administrator
Board of Public Works
FROM: Kevin Quaethem, Water and Wastewater Superintendent
DATE: December 18, 2020
RE: Work Performed by the Water and Wastewater Departments

STATUS OF MAJOR CONTRACTS – NOVEMBER 2020

PROJECT	VENDOR	CONTRACT AMOUNT	PREVIOUSLY APPROVED	CURRENTLY APPROVED	BALANCE
Utility Vehicle (Water Dept)	Don Brown	\$48,618.00	-0-		\$48,618.00
Walnut Street Impeller Upgrade	Vandevanter	\$30,250.65	-0-		\$30,250.65

NOVEMBER 2020

Water Pumped November 2020..... 49,592,920 1.65 mgd
Wastewater Effluent Flow November 2020. 71,880,000 2.40 mgd
Missouri One Call Locate messages received November 2020..... 167
Meters Issued as new. 6
Meters Issued as new for irrigation systems 0
Service Requests/Work Orders Completed November 2020..... 43
Sewer Routines 0
Delinquent Accounts actually shut off in November 2020..... 0

WATER DEPARTMENT FIELD WORK PERFORMED – NOVEMBER 2020

1. Shop Maintenance
2. Meter/Swapping/Repair
3. Repair/Replace/Number Hydrants
4. Check Wells/Lift Stations/Heaters
5. Missouri One Call Locates
6. Hydrant Flushing/Painting
7. Maintenance on Wells
8. Locust St. Water Line
9. Terry Lane – Water Service Line
10. 604 Hancock – Curb Stop
11. Water Taps on Locust St.
12. Repair Curb Stop @ Locust
13. Repair Curb Stop @ Willow Ct.
14. Shut Water off @ 806 James St.
15. Repair Leak 2609 Deutsch Crest
16. Repair Curb Stop 312 High St
17. Water Break @ 1104 N. Park
18. Clean Up @ Clay St.

WASTEWATER DEPARTMENT FIELD WORK PERFORMED – NOVEMBER 2020

1. Sewer Routines
2. Daily lab work and routines.
3. Cleaned belt press.
4. Clean Process Filters
5. Run belt press.
6. Sewer Call 244 High St. Televised
7. Sewer Call Out @ 57 Oxford
8. Televised 59 Durham
9. Televised Terry Lane
10. Call Out Electrical Issues @ Plant
11. Set up Walnut St Generator
12. Worked on Fricks Lift Station
13. Spread Sludge & Riegel

ROUTINE FIELD WORK

1. Performed rereads as necessary.
2. Performed read-outs on meters (persons moving in and out)
3. Installed reading device receptacles on houses where new/replacement meters were installed.
4. Issued meters and materials to contractors, owners, etc.
5. Took necessary water samples of the distribution system.
6. Flushed hydrants – scheduled routine flushing.
7. Wastewater lab work.
8. Root-sawed and/or cleaned sewer lines where necessary.
9. Hauled sludge.
10. Televised sewer lines.
11. Performed river gauge measurement.
12. Performed sewer and water service main inspections.
13. Located water and sewer lines.
14. Monitored construction of water and sewer mains in new developments.
15. Responded to service call requests.
16. Invoiced for meters, materials and other charges as necessary.
17. Performed maintenance and repairs on buildings, vehicles, and equipment.