

MINUTES OF THE BOARD OF PUBLIC WORKS
Tuesday, January 26, 2021

The Regular Meeting of the Board of Public Works held on January 26, 2021 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	Absent
Ex-officio Member	Steve Strubberg	Present
Ex-officio Member	Vacant	--

OTHERS:

Council Representative	Steve Sullentrup	Absent
Council Representative	Mark Wessels	Present
Mayor	Sandy Lucy	Absent
City Administrator	Daren Lamb	Present
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

A motion was made by Mr. Mitchell and seconded by Mr. Radetic to approve the minutes from the regular December 22, 2020 meeting. The motion passed without dissent.

Priority Items

Cochran Proposal, Dave Van Leer was here to speak about the Water Towering Painting and Recoating.

Fees – Clay Street and Enduro in addition to that we have fees for construction administration, this is the engineering duties that will be done during construction review, pay applications, contractor certified payrolls and other items. The fee for Item 1 and Item 2 is the \$24,950.00 in addition to that there is a fee for inspector, this is work that would be subbed out and the inspector we work with is the same inspector that worked on the Crestview Tower a few years ago. He has requested \$1,200.00 a visit and he anticipates a maximum of 12 visits per tank so that would come to \$14,400.00 per tank. Therefore, the maximum spending with him would be \$28,800.00. I believe this is a conservative estimate on the number of inspections. I believe we can dictate to them on how many times they are on site. I think it will be more like six (6) inspections per tank. I think it will be closer to \$15,000.00 as opposed to \$28,800.00.

Kevin would like to add one more thing, DNR required documentation during this whole process and that is something else that Cochran will take care of. We always need to keep DNR on our good side; Cochran will submit any applications or paperwork to DNR along with inspections. DNR prefers to have a firm to handle this instead of it being handled in-house.

Do we have a ballpark on what these bids will come in as? Right now we really do not have any idea, once we get this approved, Dave will proceed, but not at this time.

The tanks will not have to be encapsulated; there is no lead anywhere on these tanks. When working on one specific tower it will be shut down, but will have no effect on pressure or supply. Through the Scada System we allocate the wells to the other two towers that are still in operation. So when there is a drop in the tower the wells kick on automatically. The only thing we will not have is the elevated storage. This is why we do tank paintings in the fall or early spring because you do not want a tank down in the summer.

A Motion made by Mr. Radetic and second by Mr. Mitchell to approve the Cochran Contract for Tower Painting and Recoating. Motion passed without dissent.

Walnut Street Lift Station – Repair of Pumps

As you, all know we recently went through a new impeller and wear ring on the pumps. While doing the work on that process they pulled this pump and it literally just pulled apart. Not because it was not bolted but as they lifted it out it just fell apart. We need to get this pump repaired and put back into place. We can anticipate the other two to do the same thing at some point in time, so this is why we want to have one more in stock as a spare. With that, I want to let everyone know that station has been upgraded to this condition for about ten (10) years now this is, other than the wear rings, which is wear and tear of a normal piece of equipment. This is the first major repair we have had to do to these pump in years. This tells me they are a very high quality of pumps we are putting in. I see these as very good long-term investments for the community.

This is a high dollar repair, but is necessary to ensure we have the highest quality of equipment in the station to pump 50% of our sewage down to the treatment plant. The backup pump is installed. The station is operating correctly. When we put in the storm pump in, we saved the pump we pulled out as a backup replacement to those other two (2) pumps. We have three (3) pumps, so we are in normal operations conditions.

We are going to start rotating pumps, so when this is done, we will let them run for a while, two or three months and then switch to keep rotating.

Is this something that was budgeted? Yes, this is in the equipment, repair, and maintenance budget line item. Now this is a big hit to it and it is possible at the end of the year we may have to come back and ask for a budget amendment because we may run into something additional. This is what is hard about enterprise funds in these departments because we never know what can happen. When something does happen it generally is a higher dollar tag when it happens. It was budgeted and we are doing fine now.

Is this the same lift station where we did the recent impeller work? Yes, this actually happened while we were doing that work.

Mr. Mitchell made a motion and Mr. Radetic seconded the motion. Motions to approve this bill to Vandavender in the amount of \$8,913.54 plus \$200.00 for inspection. Motions been made and seconded. All in favor aye, oppose. Motion approved.

Plant is doing fine, we are starting to stock pile sludge so as people go down and walk the trail on the east side, will start seeing a pile of sludge in our holding area. When we have nowhere to spread it, we have to store it.

Water – Flynn Drilling “Invoice”

This is for Well #7 that took a lightning strike back in October. Well #7 is over by Rawlings off West Link. We had to replace the control panel; it was blown up and melted completely. Burnt a hole in the panel doors. The good thing is it did not hit the well just the control panel. Everything except \$10,000.00 was covered by insurance. The well is back up and running and on line. There has been an industrial lightning suppressor in the system so it will absorb lightning strikes coming in. We have improved all the grounding all around the building.

Mr. Mitchell made a motion to approve and was second by Mr. Radetic. All in favor aye, those oppose. Motion approved.

2021 Chevrolet 2500 HD and Tandem Dump Truck

While doing the budget we have a line item budget, the money for the truck and the dump truck bed for a trash truck that we acquired from sanitation. This was a truck they no longer used since trash has been out sourced. Truck has low miles on it and is in good condition. We budget at the time not knowing how much the bed was going to cost, so we budget \$96,000.00 just to make sure we had enough to cover both items. The truck came in at \$46,000 and the bed at \$24,000.00.

We just need your approval to proceed with payment of the truck and the approval to proceed with the purchase of the bed for the dump truck. We did get \$5,000.00 for the trash truck bed that was on it, so that \$5,000.00 will go towards the purchase.

A motion was made by Mr. Radetic and second by Mr. Mitchell. All in favor aye, all oppose. Motion approved.

Water Code Ordinance

While not doing shut offs during the pandemic it has given us time to review the codes. While doing this we noticed some discrepancies. This is what triggered the review of codes. This has been ongoing for over a year now.

We started on Section 700, which is the water code and went through each paragraph. We looked over water bills, what is an actual payment plan. We have looked at how shut offs are done. Looking at how things are done internally. When a bill is delinquent, finance essentially triggers the process on the water shut offs. This is done in coordination with Kevin directly; finance is involved in the conversation.

First paragraph "A" would like to add another tool and/or place a lien on the property. If bill is not paid, we can put a lien on the property. This is a much easier process than a lawsuit and cheaper.

Second Part – The dates of delinquency versus the dates of a secondary communications versus the dates of shut off. There is a specific timeline there. We were not always following the timeline, which was due to manpower. A date was set that you would get a secondary notification that was after you had been shut off, which made no sense. The code does not mesh up with what could be done. On the bill you actually get a date due, it becomes delinquent on the next day. If it is due on the 25th it is delinquent on the 26th. Any bill not paid within 15 days after bill becomes delinquent. Customer shall be disconnected. We would like to extend that out to 40 days. Therefore, it essentially gives it another billing cycle. If anyone has an opinion on that, we are open. Currently this is what we do.

Section E – This is payment plan effective January 2015. You would need a PhD to understand that payment plan. We have very few people that take advantage of that. Less than 10 people have taken advantage the plan. Let us say you owe \$200.00 you would have to pay 50% plus penalties, interest and reconnection fees. The idea was good just in practice it did not work. We propose to modify this plan to where you would pay your current bill, so you get current, and then you pay 20% of the past due, that would spread out over five months, so you would have six months to catch up and would be spread out over a longer period. Penalties, interests are all applicable that should be requested prior to shut off if requested. If turned off there will be a reconnect fee because we physically have gone out and shut it off. If you request help we can set up a payment plan, if you choose not and you are shut off there is a big fee added on. If customer chooses to sign up for automatic draft bill pay the fee will be waived. Since bill pay is a benefit to the City, we all agreed to waive the reconnect fee. If you do not set it up the reconnect fee will have to be paid.

What percentage of customers are on automatic bill pay? We can look into the number for the next meeting.

Section 700.020 – Curb Stops – The City currently does not own the curb stops. We have noticed on shut off lists that the people that are three (3) and four (4) months a large part of these have curb valves that are buried or non-existent that we cannot find. The current code did not give us the right to just go and dig it up, we could but there is a little gray area. I have always felt that the curb valve is the City's, yes it can be utilized as the property owners tool if they have a water leak in their home. It is the City's tool if you do not pay your bill.

During the summer months, you will notice these valves leaking and we get complaints. We had to send notices out via the code; you have to fix your valve. Then property owners are on the hook for a \$1,000.00 repair and they feel it should belong to the City to fix, no the code says it is the homeowners. By changing the ownership of this valve to the City that will put it on us to fix and repair. It is our tool, we can move much quicker, just makes more sense that it is ours. This is a big change and with the water rates and all these things we have been moving towards. This is a big benefit to the people and yes it will take some scheduling if there is an issue, but we do not have a lot of them, maybe six or eight this year that we have had issues with but it put the responsibility on us and this is where it should be.

This would change City ownership from the connection to the main to the curb valve including the curb valve. We have legal reviewing this. Most people will happily allow the City to take over ownership of the curb valves. They will be replaced, as needed.

The plan is when we are doing shut offs, we will be doing the two month shut off which are 40 days. Once we get a valve that we cannot get on to or cannot find. The new order is an immediate locate is put in for that address and then we go back the following week after shut offs to dig it up and replace and shut off. We do always check to make sure it has not been paid yet. Nine times out of ten, they see us working and rush in to pay their bill. We do still proceed with the repair of the curb stop. We just will not shut them off. We will always check after the work is completed to make sure bill is not paid or not. We will not just dig up, make repairs, and shut off without checking first.

Legal is still reviewing all these changes and there may be something else that comes out of that, but I do not think there will be a big push back. I think once the homeowner finds out it is about a \$1,500.00 repair, they will say fine, do it. This is a minimum charge of replacement of the valve. Taking over the valve is one thing, but we can shut this off anytime we want. The ability to shut the water off is the same today as tomorrow as it was ten years ago and ten years from now. We have always had that ability in the second part of the code; it just changes ownership of the physical structure.

Reconnect Fees - We checked around with surrounding communities. The reconnect fee is really a tool meant to entice people to pay on time and not have their water shut off, which causes more manpower. So currently it is \$50.00, we are proposing an increase to \$75.00 I do not recall when it was changed to \$50.00 it has been years. We propose an increase of the reconnect fee to \$75.00. In addition, we changed the time for the call in to have water turned back on from 3:00 p.m. to 4:30 p.m. Yes, it may cost you more but we have extended to call to be turned back on. As shut

offs are being done we have the on-call person and theirs hours have been changed so they are here until 5:00 p.m. They are here at Public Works while City Hall is open.

We went out and did shut offs the three (3) and four (4) month and the people did a wonderful job in getting these done. There were however a few with problems, even one with a tree over it. This will have to be dug up and repaired.

We have the new meters coming in soon, so we plan to use them in a couple of multi-units that we are unable to shut off and a few trouble areas. These will be good to put in place to test them to see how they work. These are about double the amount of a normal meter but if they work will be worth the cost.

We are hoping it will help us get the revenue and will benefit us in the process. We bought eight of the automated meters to test; this is the minimum we could order. This is where we are at now; our guys did a great job. We are hitting the two month this week. We are actually back to our normal process. I can tell you, I have contacted Union, and New Haven and both of those communities never stopped doing shut offs. Union shut off the very first of the month and if you are delinquent after that, they shut you off. New Haven does the same thing. Washington has been the only one that has given the one-month grace period. Which is what we will continue to do. No one has a problem with the \$75.00 reconnect fee.

Reaching out to people – Talked with finance and currently your bills are printed in black and white. I got with Mary in Finance and we are not worried about the cost of color, we need to be notified out. We are proposing to go to a bill with color, upper right past due balance in red, it has always been there we just print in black and white and small font. The goal here is to bring your attention to your past due then down to current due highlighted in yellow. This sound ridiculous that it is so minor. We have to draw attention to your past due. If this could just catch a few eyes, it would save us some time.

Making personal phone calls to all is a bit much; I think this is a definite step in the right direction. We are ready to implement this immediately. This will not need a code revision. This will be implemented by our next bill cycle.

Most of the people behind are not on auto bill pay. It was suggested that if you are delinquent then you should have to sign up for automatic bill pay. It should not even be an option. A few that may not be able to do this because of histories and some do not have bank accounts. If customers set up auto pay reconnect fee could be waived or possibly another type credit. When you have a bank account that is set up with auto deposits and auto draft, people do close their accounts, it is a real headache. Some can do this but it is not a quick process you have to renotify people who do the auto drafts. We do need to look into incentives to entice people to do the auto pay as an incentive maybe we can look at waiving the penalties and fees.

Old Business

Meadow Lake – We are still working on getting the pipe under the highway. I have been in contact with a company out of Owensville that supplies HDPE pipe and fuses pipe that also has a program that will train municipality workers to fuse their own pipe and they will rent the fusion equipment to us and I think we will be saving money, plus it would be nice to have our people trained to do

this fusion machine. This company also supplies the pipe so if we go out for bids and use them to purchase the pipe they throw in the fusion machine for nothing. Meadow Lake is still getting water from the District and paying City rates. It is reasonable to look into ways we can save money but a decision will have to be made soon to get it done. Kevin is doing a good job to get the boring under original budget.

Rain event yesterday, I have done a little timeline of things that went on. It did that because we put the new storm pump in and always wondered how it would work in a major event to see how it works. As of yesterday morning at 12:00, it started raining and rained all through the morning. Walnut Street from the onset of the rain until 7:00 in the morning. It maintained 5' with the two pumps running at maximum rpms. Had the rain event stayed the way it was nothing would have changed.

They would continue to run the way they were, but around 7:00, we received more rain. Walnut was at its max pumping capability, the wet well level started to rise. The system was set up to have the big pump kick on at 6', we were at 5' it kicked on at 6'. However it ramped up at slower than what we were able to manipulate. By the time, it ramped up the wet well continued to rise because the inflow kept coming in and it had not gotten to max speed yet. So we did reach 20' level which is our high level then things started happening on Front Street we had about 20 minutes of issues down on Front Street a manhole was bubbling out a little bit. West End Lift Station was struggling some.

Minor backups occurred, when we hit the 20' level the storm pump reaches its max operating potential we were putting out 2800 gallons a minute out of the lift station, which is the maximum that the force main can handle. The pump is doing what it is supposed to, four minutes we were back out of the high level and proceeding downward in the level of the well. That into comparison of the days of past where we did not have that pump in there we would still be in high level operations down at Walnut Street. The investment into that station benefited Front St. We should be able to maintain a less than 20' level, which will help things on Front Street moving forward.

This is a reactive situation to the rain event. The proactive way is to continue to identify I&I. We have taken two large sources cross connection over on High Street. Those were taken off late summer last year. Therefore, we need to continue to do that, slip lining pipes, brick manhole lining those types of things, that is looking into mechanisms to try to get some sump pumps figured out. We do not have a good mechanism for that yet. So we need to find out where the I&I is coming from and address it as fast as we possibly can, that cannot be done overnight. It is an ongoing situation. We are currently evaluating lines and getting ready for a new slip-lining project and manhole project in late summer or early fall.

Next Scheduled Meeting Date

The next scheduled meeting date is February 23, 2021.

Adjourn

There being no further business the meeting adjourned on a motion by Mr. Radetic and seconded by Mr. Mitchell. 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:

2/23/2021

Signature:

M. F. L. D. O. S.
Secretary