

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, OCTOBER 22, 2018

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on October 22, 2018, at 6:00 p.m. in the meeting room of the Plymouth Fire Department, 111 N. Center St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Houin, and Milner. City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Walters was absent.

Board Members Culp and Houin moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on October 8, 2018. The motion carried.

Utility Superintendent Davidson presented the following monthly utility reports:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
September 2018 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	19,62,984 gallons
Water Treated – Pine Water Treatment Plant	<u>19,633,695 gallons</u>
Water Treated - Total	39,254,679 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	654,033 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>654,456 gallons</u>
Water Treated – Daily Average – Combined	1,308,489 gallons

- Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 672,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 11 times for a total of 1,104,000 gallons.
- Total backwash usage for the month was 1,776,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 17 – Ledyard Water Treatment Plant Maintenance
 - Annual inspection of wells and high service pumps.
 - Layout new electric service to north water tower.
 - Dixon Engineering completed wash out and internal and external inspection of the north water tower.
 - Dixon Engineering completed exterior inspection of the west water tower.
- 16 – Pine Water Treatment Plant Maintenance
 - Annual inspection of wells and high service pumps.
 - Flushed chlorine analyzer.
 - Completed repairs to well house 4-D.
 - Clean chlorine injectors.
- 21 – Mobile Equipment
 - Complete repairs to W-28.
 - Completed repairs to W-29.
 - Completed repairs to W-3.

- Completed repairs to W-28.
- Completed repairs to W-16.
- Completed repairs to W-32.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 60 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 288 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 354 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrous Iron, Total Iron, Manganese and Chlorine.
- 4 THM's – Sample for 4th quarter.
- 4 HAA5's – Sample for 4th quarter.
- 0 VOC's sets.
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
- 0 IOC & Sodium.
- 0 Lead & Copper Samples
- 2 Extra Sampling.

SERVICE

Locates	157
Total Number of Work Orders	227
Service Disconnects	25
Service Disconnects for non-pay	48
Service Reconnects for non-pay	43
Blue Tags "Service Notice" left on door	4
Pink Tags "Insufficient Funds Notice" left on door	4
New Radio Read / Meter Installations	0
Accuracy Checks	101
After Hours Call Outs	1
Meters Repaired	0

CONSTRUCTION ACTIVITIES

- (2) **Curb Stops Repaired / Replaced / Installed**
 - 09-07-2018 Centennial Park at Jefferson School Parking lot – Replaced 2" valve and added valve pit for Blueberry Festival.
 - 09-10-2018 102 N. 3rd St. – Replaced ¾" curb stop, box and rod.
- (0) **Old Curb Stops Located / Capped Off at Valve**
- (0) **New Taps Installed**
- (0) **New Mains Completed**
- (9) **Valves / Valve Boxes / Repaired / Replaced / Installed**
 - 09-10-2018 241 Elliott Ave. – Replaced box and rod.
 - 09-12-2018 N. Center St. & W. Adams St.- Replaced operating nut on 6" valve

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- (J7V055).
- 09-12-2018 N. Plum St. & W. Garro St. – Replaced operating nut on 4” valve (J70V002).
- 09-12-2018 435 Charles St.- realigned service box.
- 09-13-2018 2560 W. Lake Ave (Autumn Trace) - Installed a new 6” valve for main shut off (G7V050).
- 09-13-2018 N. Michigan St. & W. Adam St. – Replaced operating nut on 6” valve (J6V056).
- 09-18-2018 622 W. Lake Ave. – Replaced operating nut on 4” valve (I7V013).
- 09-20-2018 Kenwood Ave. & W. Lake Ave. – Replaced the operating nut on valve (H7V009).
- 09-27-2018 617 Loon Ct. – Replaced top section of auxiliary hydrant valve HYD003.
- (2) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- 09-06-2018 Bailey St. & Shalley Dr. – Relocated HYD200 for sidewalk project.
- 09-25-2018 Ledyard WTP – Rebuilt hydrant HYD359.
- (0) Valve Exercised**
- (1) Main Breaks and Leaks Repaired**
- 09-06-2018 W. Jefferson St. & N. Plum St. – Leak on 14” main - installed bell clamp.
- (2) Service Lines / New / Repaired**
- 09-14-2018 835 N. Center St. – Replaced broken meter pit.
- 09-18-2018 Centennial Park (Girls Softball field area) – Installed meter pit and a 2” meter for area.

MISCELLANEOUS

- Demonstration of automatic flush hydrants by Kupferle.
- Break down and disinfect water services for the Blueberry Festival.
- Received delivery of new 2018 F-150 pickup truck from Oliver Ford.
- Water main hydrostatic testing and bacteria testing completed on Autumn Trace project.
- Received new copy machine from Adams Remco.
- Assisted in the moving of the temporary City Office at 120 N. Michigan St. to the renovated permanent office at 124 N. Michigan St.

CITY OF PLYMOUTH WASTEWATER DEPARTMENT

Board of Public Works and Safety

September 2018 Monthly Report

PLANT OPERATIONS:

- | | |
|---------------------------------------|------------|
| 1. Total flow in gallons | 49,513,690 |
| 2. Average daily flow in gallons | 1,650,456 |
| 3. Rainfall | 2.24” |
| 4. Monthly average in BOD removal | 99.0% |
| 5. Monthly average in TSS removal | 93.5% |
| 6. Monthly average in Ammonia removal | 97.8% |
| 7. General plant maintenance | |
| 8. Work orders completed: | |

- 287 – Wastewater Treatment Plant
 - Completed installation of flow meters for the gravity belt thickener.
 - Replace the louver actuator in the raw sewage building.

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- Repaired the hydraulic leaks on the ultra violet disinfection system.
- Installed 2 additional sampling/monitoring grate hatches at the return sludge wet well structure.
- Received the chemical storage tanks for the new phosphorus removal building.
- Started the replacement of interior lighting in the pipe storage building.
- Installed new HMI - SCADA control screen at the gravity belt thickener.
- Serviced all 5 clarifiers.
- Completed a C.I.P. on the centrifuge unit.
- Replaced the hot water circulating pump on the sludge heat exchanger unit.
- Cleaned methane collection lines on the anaerobic digester and removed trapped water in the collection lines.

- 103 – Vehicle/Mobile Equipment
 - Replaced alternator on T-18.
 - Installed new batteries in T-18.
 - Repaired check valve on rodding pump on T-20.
 - Repaired traffic direction arrow board on T-20.

- 24 – Lift Stations
 -

- 30 - Collection System
 - 1 - Eliminated structures
 - a. E. Jackson St. (J6C129)
 - 8 – Replaced structures
 - a. 6th St. & W. LaPorte St. (I7C015 & I7C014)
 - b. Beerenbrook St. & W. Jackson St. (I6C001 & I6C003)
 - c. 115 E. Jackson St. (J6C130 & J6C131)
 - d. E. Jackson St. & Bailey St. (J6C128)
 - e. Bailey St. (J6C126)
 - 0– Repaired structure
 - a.
 - 5 – Replaced/adjusted castings
 - a. Baker St. & Columbus St. (K6M107 & K6M103)
 - b. E. Jackson St. (J6M013)
 - c. Bailey St. (J6M121)
 - d. W. Harrison St. (J6M120)
 - 15 – GIS data collection points
 - a. 15 at various locations
 - 0 – Point repair
 - a.
 - 0– New structure
 - a.
 - 1 – Mainline sewer new construction / replacement.
 - a. Completed the install of 24” RCP elliptical culverts on Walter Glaub Dr.
 - 0 – Miscellaneous
 - a.

COLLECTION SYSTEM:

1. Cleaned 21,194 feet of sewer lines.

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- 500 feet during service calls.
- 20,694 feet during preventive maintenance.
- 2. Televised 0 feet of sewer lines.
- 3. Mechanically removed roots from 0 feet of sewer lines.
- 4. Removed approximately 10.60 tons of silt and debris during cleaning and inspections of sewers lines.
- 5. Used approximately 48,670 gallons of potable water during sewer cleaning.
- 6. Performed routine maintenance on 10 CSO's and 16 pumping station.

MISCELLANEOUS

- Assisted in moving the City Office from 120 N. Michigan St. to permanent office at 124 N. Michigan St.
- Received safety inspection at the Wastewater Treatment Facility on 9/5/18 by representatives of Gibson Ins.
- Five employees attended Northern Indiana Operators Association meeting in Mishawaka on 9/12/18.

City Engineer Gaul reviewed Change Order #1 from Walsh & Kelly for PW-17-027, 2017

Street and Sidewalk Fall Projects. The Change Order is a deduct in the amount of \$20,606.51, bringing the original contract amount of \$1,087,421.19 to \$1,066,814.68.

Board Members Culp and Milner moved and seconded to approve Change Order #1 as presented. The motion carried.

Gaul reviewed Change Order #1 from Walsh & Kelly for PW-17-086, 2018 Street and Sidewalk Spring Projects. The change order is a deduct in the amount of \$7,439.20, bringing the original contact amount of \$157,829.40 to \$150,390.20.

Board Members Houin and Culp moved and seconded to approve Change Order #1 as presented. The motion carried.

Gaul presented PW-18-050, a request from Comcast to work in the Right-of-Way at CVS Pharmacy, 1900 N Michigan Street. He said this contract is the same as standard agreements and includes a \$5,000.00 financial guarantee.

Members Milner and Senter moved and seconded to approve the request as presented. The motion carried.

Clerk-Treasurer Xaver presented the following request:

My water bill increased really high, the house was checked for leaks no leaks are found. I have not used any water any different than any other months. I don't

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understand why the bill has increased? Can I set up payment plans? S/ Dulce M Ordonez, Tenant, 754 Thayer Street, Plymouth, IN 574-341-2704

Ms. Ordonez was present to answer questions and discuss her request. Utility Superintendent Davidson reviewed the recent history with this account and back to July 2017 when there was a complaint for high usage. At that time, it was discovered that there was a leaking toilet. He noted that this is a difficult situation because Ms. Ordonez is a tenant and not the property owner, so if the property owner does not get a problem fixed then their tenant is responsible for the bill. Davidson said they have been monitoring the house for several weeks and usage appears to be back to normal with no visible leaks. He explained that this is probably a situation where water is cycling too often or a toilet is running more often than it should and something is periodically sticking.

Davidson said the meter can be tested and discussed other options for monitoring.

Milner asked what a typical bill at this residence runs. Ordonez said approximately \$70.00. Milner asked about payment plans in the past. Clerk-Treasurer Xaver said that the board must approve payments plans and typically the customer pays a set dollar amount plus any current bills with penalties waived as long as that monthly payment is made.

Houin suggested the meter be tested just to rule out that it is not faulty.

Board Members Milner and Houin moved and seconded to allow Dulce Ordonez to negotiate a payment plan at the Clerk-Treasurer's office and waive penalties during this payback period. The motion carried.

Clerk-Treasurer Xaver presented the following request:

Close Laporte Street from Center Street to Michigan Street, Michigan Street from East Lake Avenue to Adams Street for the Annual Holiday Parade and Tree Lighting Event. The crowd will need to gather on Michigan Street at East Lake Avenue to view the Christmas tree due to the new apartment buildings blocking the view from River Park Square. S/ Laura Mann, Promotion of the City Coordinator, 124 N Michigan Street, Plymouth, IN 574-936-6717

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Members Culp and Milner moved and seconded to approve the request as presented. The motion carried.

Clerk-Treasurer Xaver presented the following request:

Requesting permission to temporarily close the alley behind the Women's Care Center located at: 224 N Michigan St, Plymouth, IN. For the purpose of repairing the brick façade on the rear of the building. The alley would only be closed when the work is actually being done. We would like to start work on 10/26/18 and complete the work by 10/28/18, weather permitting. S/ Timothy Fulnecky, 15870 Branch Water Ct, Mishawaka, IN, 574-274-4803

Mr. Fulnecky was presented to discuss his request and answer questions. He said he spoke with the contractor today regarding the timeline. He would like the request to be changed to October 28-30.

Board Members Houin and Culp moved and seconded to approve the request. The motion carried.

Utility Superintendent Davidson presented the proposed Wildman Service Agreement. He said he believes all departments are satisfied with the uniform and rug services the city has been receiving through them. The city needs changes to their uniforms and the current contract is close to expiration. Wildman does not want to invest in new equipment unless there are assurances that the city will continue utilizing their services.

Davidson requested the board's permission to approve the contract as presented and renew the contract with Wildman Uniform & Linen for an additional five years.

Board Members Culp and Houin moved and seconded to approve the extension of the city's contract with Wildman Uniform & Linen. The motion carried.

Board Members Culp and Milner moved and seconded to allow the payroll for October 31, 2018, and the claims for October 22, 2018, as entered in Claim Register #2018. The motion carried.

Board Members Houin and Milner moved and seconded to approve the following communications:

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- September 2018 Wastewater Department Report
- September 2018 Water Department Report

There being no further business to discuss, the meeting was declared adjourned by Mayor

Senter at 6:22 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter, Mayor