

Utility Advisory Commission Regular Meeting

Agenda

Thursday, April 4, 2024

7:00 pm – Gardner City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

CONSENT AGENDA

1. Standing approval of the minutes as written for the February 1, 2023 meeting of the Utility Advisory Commission.

OLD BUSINESS

NEW BUSINESS

1. Consider a recommendation to the City Council to authorize the City Administrator to execute a supply contract for the materials for Circuit 31 Overhead Powerline Rebuild. (CIP EL4000).

DISCUSSION ITEMS

2. Project Updates
3. Electric 1st Quarter Reliability Report
4. Sewer 1st Quarter Repair Report
5. Water 1st Quarter Repair Report

OTHER BUSINESS

ADJOURNMENT

UTILITIES ADVISORY COMMISSION STAFF REPORT CONSENT AGENDA ITEM #1
MEETING DATE: APRIL 4, 2024
STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Standing approval of the minutes as written for the February 1, 2024 meeting of the Utilities Advisory Commission.

Background:

The draft minutes for the February 1, 2024 Utilities Advisory Commission meeting are attached.

Staff Recommendation:

Staff recommends approval of the minutes for the February 1, 2024 meeting of the Utilities Advisory Commission.

Attachments:

- Draft minutes of the February 1, 2024 Utilities Advisory Commission meeting.

**RECORD OF PROCEEDINGS
OF THE UTILITY ADVISORY COMMISSION
GARDNER, KANSAS
Page No. 2024-01
February 1, 2024**

The Utilities Advisory Commission of Gardner, Kansas, met in Regular Session on February 1, 2024, at City Hall. Present were Chairperson Barbara Coleman, Vice Chairperson Bryce Augustine, Commissioner Nate Plahn, Utilities Department Director Gonzalo Garcia and Utilities Specialist Erin Groh. Commissioners Raymond Stauffer and Mark Grant were not in attendance.

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairperson Barbara Coleman.

CONSENT AGENDA

1. **Standing approval of the minutes as written for the December 7, 2023, meeting of the Utility Advisory Commission.**

Motion by Commissioner Plahn seconded by Vice-Chairperson Augustine, to approve the Consent Agenda.

Motion carried 3-0 Aye

NEW BUSINESS

1. **Consider the election of a Chairperson and a Vice-Chairperson of the Commission.**

Motion by Commissioner Plahn and seconded by Vice-Chairperson Augustine to re-elect Chairperson Barbara Coleman to serve as Chairperson and to re-elect Vice-Chairperson Bryce Augustine to serve as Vice-Chairperson.

Motion carried 3-0 Aye

2. **Discussion and Approval of By-Laws.**

The commissioners had no changes to the proposed revisions.

Motion by Commission Plahn and seconded by Vice-Chairperson Augustine to approve the revisions¹ of the Utilities Advisory Commission By-Laws

Motion carried 3-0 Aye

¹Please see revised By-Laws attached in back of this document.

DISCUSSION ITEMS

1. **Project Updates.**

Director Garcia discussed the current projects underway in the city. The Electric Master Plan is being developed by Kiewit. Once they are done gathering all of their information they will put together a document for staff to review. Chairperson asked how long it will take for the plan to be together and Garcia said that he presumes that it should be ready in March possibly due to the vast amount of information that needs to be compiled. The second project discussed was the Kill Creek Water Resource Recovery Facility (WWTP)

**RECORD OF PROCEEDINGS
OF THE UTILITY ADVISORY COMMISSION**

GARDNER, KANSAS

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February 1, 2024

expansion and Black and Veatch and Crossland are the companies working on this project. It is a progressive design build and currently they're in phase I which is the design phase. They will present us with a guaranteed maximum price by the end of February which will tell the city how much the expansion is going to cost. Garcia said that the budget was \$28M and he thought that it is possibly going to be approximately \$30M or more. Chairperson Coleman asked if the money for it would be coming from the reserve and Garcia said that it would but if it is much more money, there is a potential that we would have to get a grant or raise the rates.

Commission Plahn asked if there was an update on the tie-in with Johnson County's Water 7 waterline so that Gardner has a back-up water source and Garcia said that before we could do construction, we are still needing easements from an Edgerton developer and the easements have not been given yet. Once that is done we can move forward with putting a bid out for the construction of it.

2. Electric Fund Balance Report.

Director Garcia stated that at the end of the 4th Quarter 2022 we had \$2.7M and at the end of 4th Quarter 2023 we are have \$14.3M in the reserves in the bank. Plahn asked what that's going to be used for and Garcia said that we'll use it for Substation 4 and we have the upgrade of Substation 1, transformer 2. Sub 4 is going in at Clare Rd. Gardner Electric had a meeting with Evergy recently and since Gardner is connecting with Evergy, they are needing to measure how much we are taking from their transmission line. Waiting for the final proposal for Substation 4. At the meeting with Evergy said that the cost to connect with Evergy at Sub 4 would be about \$600,000. We also have our portion for the build which is about \$14M. Evergy said that the breakers that we use to connect to the grid and to be used for protection will take about 3 years to get. So this pushes the project out a couple of years.

3. Electric Reliability Indexes- December 2023; Year End Report.

Director Garcia stated that he didn't yet have the data for January 2024. For December 2023, the electric reliability data that was gathered is as follows:

APPA Reliability Indexes

	SAIDI (Minutes/Year)	CAIDI (Minutes/Year)	ASAI (% based on year)	MAIFI (Interruptions per year)	SAIFI (Interruptions per year)	Customers Affected	Interruptions Per Mile (150.8 Miles)
Target	< 90 minutes	< 190 minutes	≥ 99.98 %	< 0.0010	< 0.20 %		
2021	107 minutes	230 minutes	99.98 %	0.0012	0.2889 %	8947	317.84
2022	41 minutes	97 minutes	99.99 %	0.0049	0.1658 %	9181	409.18
January 2023	1minutes	75 minutes	99.99 %	0.526	0.0157 %	145	0.96
February 2023	0 minutes	173 minutes	99.99 %	0.394	0.0005 %	5	0.03
March 2023	1 minutes	71 minutes	99.99 %	0.000	0.0017 %	16	0.11
April 2023	0 minutes	102minutes	99.99 %	0.323	0.0180 %	4	0.03
May 2023	0 minutes	54 minutes	99.99 %	0.382	0.006 %	63	0.26
June 2023	0 minutes	26 minutes	99.99 %	1.505	0.0035 %	33	0.22
July 2023	2 minutes	230 minutes	99.99 %	0.953	0.011 %	101	1.61
August 2023	16 minutes	86 minutes	99.96 %	0.275	0.190 %	1757	11.61
September 2023	0 minutes	0 minutes	99.99 %	0.668	0.269 %	2472	16.46
October 2023	0 minutes	26 minutes	99.99 %	0.527	0.0002 %	3	0.01
November 2023	0 minutes	21 minutes	99.99 %	0.287	0.0009 %	16	0.05
December 2023	0 minutes	4 minutes	99.99 %	0.314	0.0423 %	389	2.55
YTD	21 minutes	39 minutes	99.99 %	6.391	0.543 %	5004	30.51

Definitions

SAIDI (System Average Interruption Duration Index) - indicates the total duration of interruption for the average customer during a predefined period of time.

CAIDI (Customer Average Interruption Duration Index) - represents the average time required to restore service.

ASAI (Average Service Availability Index) - represents the fraction of time (in percentage) that a customer has received power during the defined reporting period

MAIFI (Momentary Average Interruption Frequency Index) - indicates the average frequency of momentary interruptions

SAIFI (System Average Interruption Frequency Index) - indicates how often the average customer experiences a sustained interruption over a predefined period of time.

Vice-Chairperson Augustine asked if our Water/WW divisions have a tracking system like the Electric's APPA. Garcia said that Water and Wastewater has had a lot of projects going on so it hasn't been implemented yet but he is looking into it.

4. Wastewater Repairs- 4th Quarter 2023.

Director Garcia went over the Sewer repair reports for the 4th Quarter 2024. Line maintenance staff completed 12 sanitary sewer line repairs affecting 14 customers, with 10 due to residents' issues and 2 due to other issues. The average workday response time was 12 minutes and the average workday repair time was 54 minutes. The average after-hours response time was 20 minutes and the average after-hours repair time was 54 minutes. The overall average response time was 14 minutes and the overall average repair time was 54 minutes. Year end comparisons were given with pie charts. (See 2-1-24 agenda)

5. Water Repair Report- 4th Quarter 2023

Director Garcia presented the Water Distribution repairs report for the 4th Quarter of 2023. Line maintenance staff completed 25 water distribution service repairs affecting 54 customers: 6 due to line failure, 1 due to saddle failure, 2 due to residents' issues and 16 due to other issues. The average workday response time was 24 minutes and the average workday repair time was 1 hour and 31 minutes. The average after-hours response time was 17 minutes and the average after-hours repair time was 8 hours and 18 minutes. The overall average response time was 22 minutes and the overall average repair time was 3 hours and 25 minutes. Year end comparisons were given with pie charts. (See 2-1-24 agenda)

OTHER BUSINESS

Vice-Chairperson Augustine asked for an update about the status of the Utilities Campus expansion and Garcia stated that right now the plan is to have Line Maintenance move to the Santa Fe St. site. Electric Distribution will move over as well to the campus if can sell their building. The expansion at the current Admin building is still in the design phase and staff is trying to cut options to reduce the cost. The construction costs have almost doubled from what it used to be Garcia said.

ADJOURNMENT

Motion by Commissioner Plahn, seconded by Vice-Chairperson Augustine to adjourn the meeting at 8:18 p.m.

Motion carried 3-0 Aye

/s/ _____ Erin Groh

Utilities Specialist
City of Gardner Utilities Department

**BY-LAWS
OF
THE GARDNER UTILITY ADVISORY COMMISSION**

ARTICLE ONE

Creation

SECTION ONE: Name. As established by Ordinance No. 2474, adopted by the Gardner City Council on December 15, 2014, a City Utility Advisory Commission to be named the UTILITY ADVISORY COMMISSION (hereinafter referred to as "Commission") was created.

SECTION TWO: Membership. The Commission membership, including appointment to and removal from the Commission and qualifications of the Members, shall comply with the Gardner Municipal Code of Ordinances and any Ordinances enacted by the Gardner City Council relating to the membership of the Commission. Such membership shall additionally be subject to the powers of appointment to the Commission possessed by the Mayor as confirmed by the City Council as well as the power of removal from the Commission by a majority of the Governing Body.

ARTICLE TWO

Purpose

SECTION ONE: By-Laws. The purpose of these By-Laws is to establish rules for the internal organization, procedures of operation of the Commission, and for compliance with Ordinance No. 2474.

SECTION TWO: Commission. The function, powers, and duties of the Commission are as authorized by Ordinance No. 2474. The Commission adopts its own rules and policies for procedure, consistent with its powers.

ARTICLE THREE

Organization

SECTION ONE: Officers. The officers of the Commission shall be a Chairperson, Vice Chairperson, and Secretary. The Chairman and Vice Chairman shall be elected by the Commission at its first business meeting in January every two (2) years. The term of office shall be two (2) years and no Member shall serve for more than four (4) consecutive years as an officer.

SECTION TWO: Chairperson. The Chairperson shall preside at all meetings of the Commission. At his/her discretion, a Chairperson may call special meetings and he/she may also relinquish the Chair to the Vice Chairperson or other specific Member. The Chairperson shall appoint all committees. The Chairperson shall perform all of the duties assigned to his/her office by law and by the City Governing Body, and shall have such usual powers of supervision and

management as pertain to the office of Chairman. If the office of Chairperson becomes vacant for any reason, the Vice Chairman shall succeed to the office of Chairperson for the remainder of the term.

SECTION THREE: Vice Chairperson. The Vice Chairperson shall act as Chairperson in the absence of the Chairperson or disability of the Chairperson. In the event the office of Chairperson becomes vacant, the Vice Chairperson shall succeed to that office for the unexpired term, and the Commission shall select a new Vice Chairperson for the unexpired term.

SECTION FOUR: Secretary. The City Administrator or his/her designee serves as the Secretary of the Commission. This office is not a member of the Commission. The Secretary shall send notices of all regular and special meetings to all members of the Commission. In addition, the Secretary shall have, under the Chairman, charge of the office of the Commission and all books, papers, and records thereof, and attend to all correspondence of the Commission.

SECTION FIVE: Attendance. Attendance shall be as prescribed in the Ordinances of the City including the attendance requirements for members of boards and commissions stated within the Governing Body Rules of Procedure.

ARTICLE FOUR

Meetings

SECTION ONE: Regular Meetings. The Commission shall annually adopt a regular meeting schedule and a current schedule shall be available from the Secretary of the Commission. Unless otherwise provided, the regular meetings shall be on the first Thursday of each month at 7:00 p.m. at Gardner City Hall. Meetings shall adjourn by 10:00 p.m., unless extended upon motion of a majority of the Commission members present. Items remaining on the agenda at the end of a meeting may be continued by the Commission until the next regular meeting.

SECTION TWO: Special Meetings. Special meetings of the Commission shall be called by the Chairperson, or in his/her absence, by the Vice Chairperson, and held at any time or place fixed in the notice. Only items specified in the notice may be acted upon at the Special meeting. Notice may be made by telephone mail, or electronic correspondence. The Chairperson or, in his/her absence, the Vice Chairperson shall call a special meeting of the Commission at the request, of a majority of the members of the Commission; and if the Chairperson or, in his/her absence, the Vice Chairperson shall fail to comply with such a request, said member so requesting, may call such meeting provided they all sign the notice. The Secretary shall provide at least seven (7) calendar days notice to each member prior to any special meeting unless the notice requirement is waived by all members.

SECTION THREE: Quorum. No action shall be taken by the Commission except by affirmative vote of at least three Members, who shall constitute a quorum.

SECTION FOUR: Agenda. Agendas for all regular meetings shall be available at the office of the Secretary at least six (6) days prior to the meetings.

SECTION FIVE: Compliance with KOMA. All meetings of the Commission shall comply with all legal requirements of the Kansas Open Meetings Act, K.S.A. 75-4317, *et seq.*

ARTICLE FIVE

Conduct of Meetings

SECTION ONE: Parliamentary Procedure. The Roberts' Rules of Order (Latest Edition) shall be followed at all meetings of the Commission so long as they are not inconsistent with the Laws of the State of Kansas, the Ordinances of the City of Gardner, or the provisions of these By-Laws.

SECTION TWO: Order of Business.

- A. Order; i.e., Call to Order, Pledge of Allegiance, Public Comment, Consent Agenda, Old Business, New Business, Discussion Items and Adjournment.
- B. The Commission may amend the Order of the Agenda by a majority vote of the members present and voting.
- C. The Commission may consider items not on the Agenda if a majority of the Commission members vote approval to do so.

SECTION THREE: Staff Reports. Staff reports on all agenda items shall be prepared and provided to the Commission members at least six (6) days prior to the scheduled meeting.

SECTION FOUR: Continuances. Any item may be continued upon recommendation by staff or a Commission member. Continued items may be tabled and recalled at the request of staff or Commission.

SECTION FIVE: Appearance Before the Commission. The Commission may, at its discretion, entertain public comment from members of the community or individuals or their representatives who believe they will be affected by the Commission's action. Whenever a person or entity appears before the Commission, the Chairperson will follow procedures for the registration and the conduct of speakers (see Addendum No. 1).

The Chairperson may also reasonably allow the length of all persons' presentation or discussion to deviate from established time limits to ensure the orderly conduct of Commission business; however, the decision of the Chairperson may be overridden by a majority of the Commission present.

SECTION SIX: Commission Action. When Commission action for an item is required, the Commission shall make a motion for action regarding the item at the conclusion of discussion on the item. The Chairperson may make or second motions when there is a minimum quorum of 3. Upon receiving a second, the motion may be discussed and, upon the call for question or at the discretion of the Chairperson, brought to a vote. A motion to amend, if necessary, must be voted on first. Then the main motion would be voted on in its amended state. Voting shall be by voice ballot on each item. If there is a dissenting vote, the Chairperson may call for a roll call vote. Voting shall be tallied by the Secretary. All members, including the Chairman, shall have a vote and shall vote when present except that any Member shall automatically disqualify himself from voting on any decision in which he/she may have a conflict of interest as discussed in Article Six, Section One.

SECTION SEVEN: Record of Proceedings. The Secretary shall take minutes of each meeting as a matter of public record and shall present such minutes to the Commission for approval.

SECTION EIGHT: Failure to Recommend. If there is a tie vote of the Commission on any item on which the Commission sits as a recommending body, such a tie vote is considered a failure to recommend and goes to the Governing Body with no recommendation

ARTICLE SIX

Miscellaneous

SECTION ONE: Conflict of Interest. When a Member of the Commission feels he/she may have a conflict of interest on an agenda item, he/she may so state for the record. The Member should not participate in the discussion, except at the invitation of the Commission, and shall not vote on the issue. If the abstention of a Member due to conflict of interest shall not allow an affirmative vote on the item of at least three (3) of those Members present, then the Commission shall continue the item to the next regular meeting.

SECTION TWO: Suspension of Rules. Any of these By-Laws may be suspended for stated reasons by affirmative vote of at least three (3) of those Members present at a special or regular meeting with a quorum present.

SECTION THREE: Amendment of Rules. These By-Laws may be amended or repealed for stated reasons by affirmative vote of at least three (3) of those Members present at a special or regular meeting with a quorum present..

APPROVED by the Utility Advisory Commission on the 1st day of February, 2024.

CITY OF GARDNER, KANSAS

Barbara Coleman
Utility Advisory Commission Chairperson

Attest:

City Clerk

ADDENDUM NO. 1
BY-LAWS of the GARDNER UTILITY ADVISORY COMMISSION

PUBLIC COMMENT PROCEDURES

Time Limit

The time allotted for the public comment period generally shall be limited to no more than 3 minutes per individual, or 7 minutes for an individual representing a group (ex. a neighborhood association).

At his/her discretion, the Chairperson may extend or may reduce the time limit of public comments and presentations, based on the number of persons who are present at a meeting.

Utility Department staff is responsible for ensuring that the time limit for each speaker is not exceeded.

Procedure for Oral Comment

1. Speakers shall identify themselves by providing their first and last name, affiliation (if applicable), mailing address, and agenda item(s) or topic to be addressed.
2. Comments are to be directed to the Chairperson.
3. The Chairperson may request that one spokesperson be chosen to represent groups who wish to speak to the Commission on a common issue.
4. Persons who engage in disruptive behavior at Commission meetings which includes use of slurs, derogatory comments, or any other misconduct, whether physical, verbal or written directed at another person or based upon another person's race, color, origin, sex, religion, sexual orientation, disability or age will not be permitted to participate in public comment at future Commission meetings. Speakers will be courteous in their language and presentation.

UTILITY ADVISORY COMMISSION STAFF REPORT NEW BUSINESS ITEM
MEETING DATE: APRIL 4, 2024
STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Consider a recommendation to the City Council to authorize the City Administrator to execute a supply contract for the materials for Circuit 31 Overhead Powerline Rebuild. (CIP EL4000)

Background:

The existing one mile of three phase overhead power line is located on the north side of the RR tracks that runs west from 120 S. Moonlight Rd. (Substation 2) to 135 W. Warren St. (Old Cramers Products Bldg.) This line was constructed over 40 years ago and has reached its useful life expectancy. We have had issues in the past of the phases slapping together from high wind storms. When that happens, it blinks the circuit which causes the substation recloser to open and close causing customer's lights to flicker on and off. The power line was constructed with 8ft. cross arms and the neutral wire was installed below the phases. The new power line will be constructed with 10ft. cross arms and 50 ft. poles with the neutral wire installed above the phases for lightning protection. The new power line will be installed where the existing power line is located.

This circuit serves all of our businesses on the south side of Main St. from S. Center St. to S. Moonlight and residential customers as well. This circuit provides the means to "Back-Feed" one feeder circuit from the other in the event that one of the circuits is damaged. This connection follows Best Management Practices to provide system redundancy and improved system reliability.

IFB Process:

City staff issued an Invitation to Bid for Circuit 31 Overhead Powerline Rebuild EL4000. The invitation was published in The Gardner News and on the City's website, and also picked up by multiple plan rooms. A total of three (3) companies requested the bid documents, and one (1) company submitted a bid, which was opened on March 1, 2024.

The submitted bid for the Circuit 31 Overhead Powerline Rebuild.

Vendor	Total Cost Tax Included
Anixter Inc.	\$136,949.29

Financial Impact:

Funding for the Circuit 31 Overhead Powerline Rebuild is available from the Electric 2024 O&M Budget. (CIP EL4000). Electric Distribution staff will provide the installation.

Staff Recommendation:

Approve a recommendation to the City Council to accept the bid from Anixter Inc. for the materials for 31 Circuit Overhead Powerline as received on March 1, 2024 and authorize the City Administrator to execute the supply contract for the purchase amount of \$136,949.29 plus insurance and shipping charges. The quoted prices are subject to escalation/de-escalation at time of shipment due to market fluctuations of metal prices.

Attachments:

- Anixter Bid Form
- Circuit 31 Overhead Powerline Electric Layout Map



BID FORM

All Bid Pricing is to be in accordance with all General Conditions, Special Conditions, and Minimum Specifications as stated within this Request for Bid. Failure to complete the following form(s) shall result in your Bid being deemed non-responsive and rejected without any further evaluation.

Bid Tabulation -

Total Cost of Materials Tax Included
\$ 136,949.29

Authorized Signature: [Signature] Date: 3/1/24

Name and Title: Michael Myers, Senior Outside Sales Rep

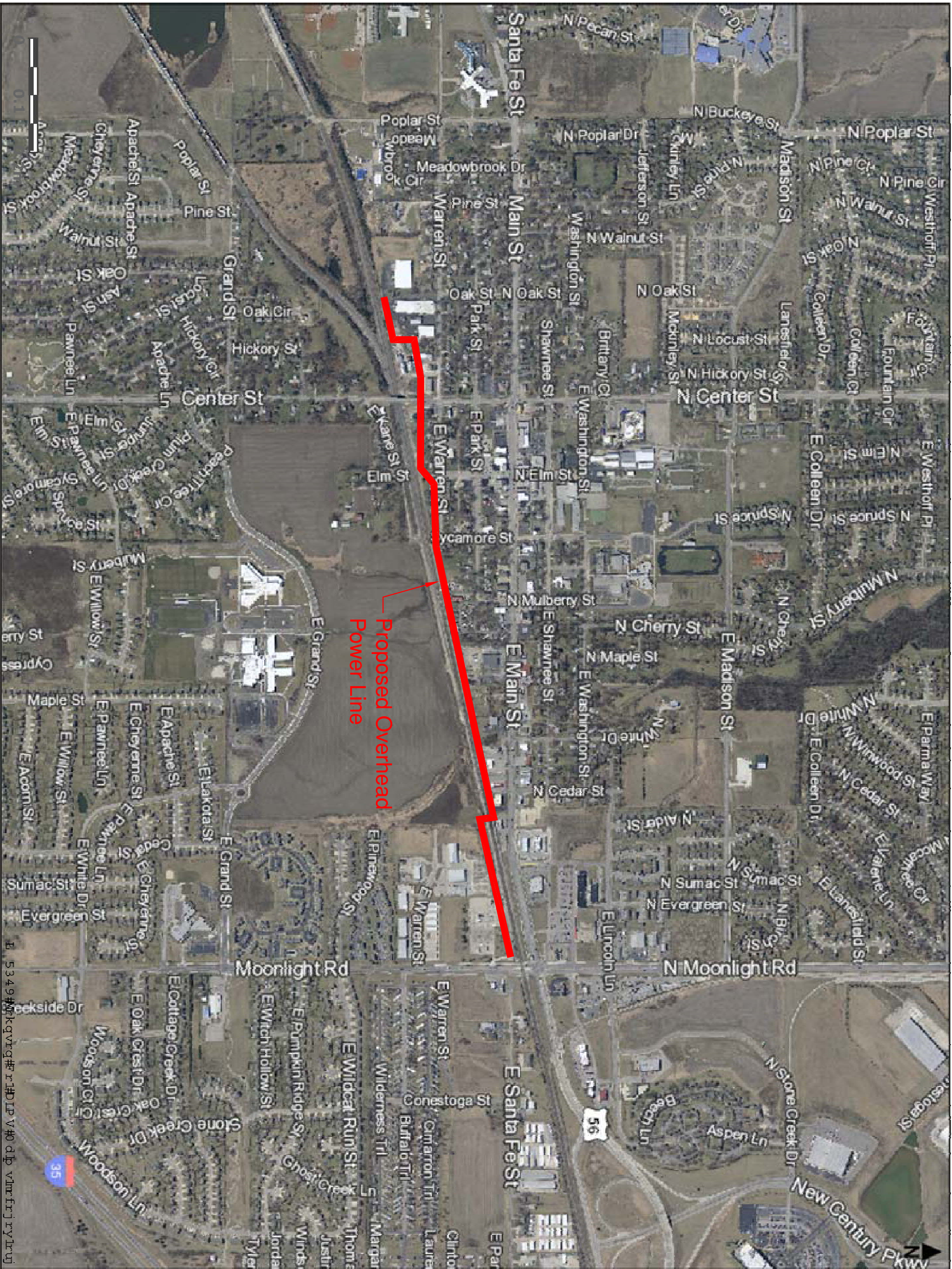
Subscribed and sworn to before me this 1st day of MARCH, 20 24 by MIKE T. MYERS

[Signature]
(Signature of Notary Public)

(seal, if any)



My commission expires: 8/2/2026



CIRCUIT 31 OVERHEAD REBUILD

5349#rkqvg#r1d1pV#0 dlp vlmfrj rylrjy

UTILITY ADVISORY COMMISSION STAFF REPORT DISCUSSION ITEM #1
MEETING DATE: APRIL 4, 2024
STAFF CONTACT: GONZALO GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Project Updates

Background:

Director Garcia will discuss current developments of projects.

UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #2

MEETING DATE: APRIL 4, 2024

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Electric Reliability Indexes- 1st Quarter 2024

Background:

Staff will discuss the Electric Reliability Indexes for January-March 2024.

Attachment Included:

- Information will be sent out to commissioners and posted on the City website early in the week of April 1st, or prior to the meeting.

UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #3

MEETING DATE: APRIL 4, 2024

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: 2024 1st Quarter Wastewater Collection Repairs Report

Background:

Line maintenance staff completed 9 sanitary sewer line repairs affecting customers:

- 2 due to roots
- 5 due to residents' issues
- 2 due to other issues

The average workday response time was 19 minutes and the average workday repair time was 1 hour and 8 minutes.

The average after hours response time was 18 minutes and the average after hours repair time was 1 hour and 4 minutes.

The overall average response time was 18 minutes. The overall average repair time was 1 hour and 6 minutes.

Attachment Included:

- 2024 1st Quarter Wastewater Collection Repairs Report

Sewer Repair Summary

Report Dates Between 1/1/2024 and 3/29/2024

3/29/2024

GR - Grease, RT - Roots, LS - Line Sag, DB - Debris, LF - Line Failure, O - Damage By Others, RI - Residents Issue, OT - Other

9:34 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20240108-009	436 W ACORN ST	1/7/2024	5:12 pm	1/7/2024	5:30 pm	1/7/2024	5:50 pm	1	Sewer Investigation	Was called about resident having water coming out of his toilet and shower. I open the upstream manhole 26SE77 and the downstream manhole	0:18	0:38	0.5	RI
20240130-018	1199 E SANTA FE ST 180	1/30/2024	12:00 pm	1/30/2024	12:15 pm	1/30/2024	1:00 pm	2	Backup	Heartland called back up at lot #180 went out and check upstream manhole and downstream manholes looked good flow.	0:15	1:00	2.0	RI
20240131-007	1199 E SANTA FE ST 180	1/30/2024	4:00 pm	1/30/2024	4:20 pm	1/30/2024	5:20 pm	2	Backup	Keith from Conestoga called me and said contractor camera sewer line and saw roots, mud in sewer main. went out and clean-jetting.	0:20	1:20	2.0	RT
20240209-019	731 W BLUEBIRD ST	2/9/2024	10:30 am	2/9/2024	10:45 am	2/9/2024	11:45 am	1	Backup	Was called about possible back-up checked up stream MH23NE28 and checked down stream MH23NE18. It was clear and running fine. I talked to	0:15	1:15	2.0	RI
20240223-010	1199 E SANTA FE ST 1	2/22/2024	9:00 pm	2/22/2024	9:30 pm	2/22/2024	11:30 pm	1	Backup	Backup. Customer called in reporting sewer coming up from the manhole in his yard. went out and found sewer main was backed up. jetted the line	0:30	2:30	0	OT
20240306-007	1199 E SANTA FE ST 349	3/5/2024	3:03 pm	3/5/2024	3:20 pm	3/5/2024	3:40 pm	0	Backup	Rueben called and said heartland found a manhole at lot 349 backed up when I showed checked manhole and it was empty. 30NE79 30NE78	0:17	0:37	1.0	RI
20240327-012	127 S CENTER ST	3/27/2024	1:30 pm	3/27/2024	2:00 pm	3/27/2024	2:45 pm	1	Residents Issue	3/27/2024 Tyler. Got a call by Jerry Stricker that there were roots found in his service so John Trickett asked us to camera the main to see what was	0:30	1:15	2.0	RT
20240329-011	750 E MAIN ST	3/28/2024	1:30 pm	3/28/2024	1:45 pm	3/28/2024	2:30 pm	1	Sewer Investigation	Manager called in sewer smell. went out and checked upstream and downstream manholes no problem. Jetted line 275' spoke to manager she	0:15	1:00	3.0	RI
20240329-014	518 E MAIN ST	3/28/2024	2:45 pm	3/28/2024	2:50 pm	3/28/2024	3:00 pm	0	Backup	Dairy Queen called after hours stating that they could smell sewer in their bathrooms. I popped the manhole to see if there was a backup and there	0:05	0:15	0	OT

Sewer Repair Summary

Report Dates Between 1/1/2024 and 3/29/2024

3/29/2024

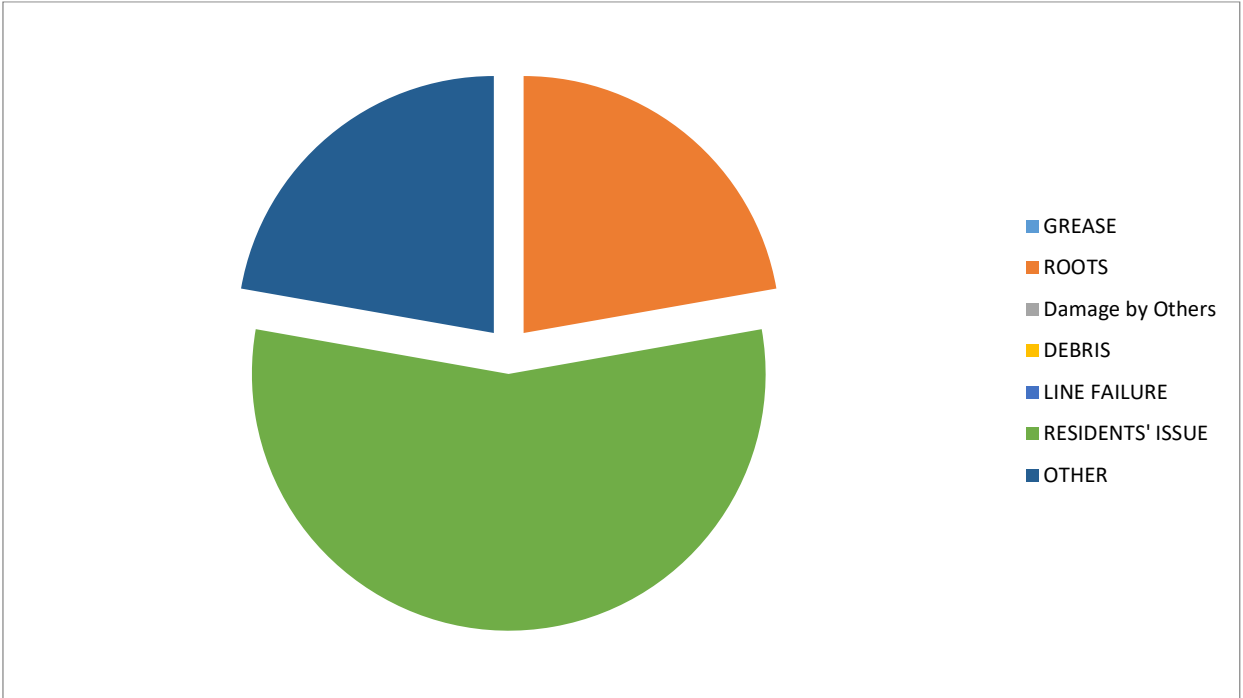
9:34 AM

GR - Grease, RT - Roots, LS - Line Sag, DB - Debris, LF - Line Failure, O - Damage By Others, RI - Residents Issue, OT - Other

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause		
Totals:								9					12.5			
											5	After Hours Average	0:18	1:04	Cause Totals	
											4	Workday Average	0:19	1:08	GR	0
											9	Average	0:18	1:06	RT	2
															LF	0
															LS	0
															O	0
															DB	0
															RI	5
															OT	2

1Q 2024 Sewer Repair Report

GREASE	ROOTS	Damage by Others	DEBRIS	LINE FAILURE	RESIDENTS' ISSUE	OTHER	TOTAL
0	2	0	0	0	5	2	9



UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #4

MEETING DATE: APRIL 4, 2024

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: 2024 1st Quarter Water Distribution Repairs Report

Background:

Line maintenance staff completed 14 water distribution service repairs affecting 110 customers:

- 3 due to line failure
- 1 due to valve failure
- 1 due to damage by others
- 1 due to residents' issues
- 8 due to other issues

The average workday response time was 25 minutes and the average workday repair time was 3 hours and 25 minutes.

The average after hours response time was 1 hour and 41 minutes and the average after hours repair time was 12 hours and 7 minutes.

The overall average response time was 1 hour and 8 minutes. The overall average repair time was 8 hours and 23 minutes.

Attachment Included:

- 2024 1st Quarter Water Distribution Repairs Report

Water Distribution Repair Summary

Report Dates Between 1/1/2024 and 3/29/2024

3/29/2024

LF - Line Failure, SF - Saddle Failure, VF - Valve Failure, RCF - Repair Clamp Failure, O - Damage By Others, RI - Residents Issue, OT - Other

9:48 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20240112-013	31101 W 169TH TER	1/11/2024	10:00 am	1/11/2024	10:15 am	1/11/2024	11:00 am	1	Damage By Others	Customer called and reported a city plow hit the sump pump discharge and caused a leak. we went out and found that a plow had hit their sump pump	0:15	1:00	3.0	OT
20240114-001	103 S ELM ST	1/14/2024	8:00 am	1/14/2024	8:20 am	1/14/2024	4:00 pm	1	Leak	Resident called in water leak in Alley. went out and found water running down alley way. throttled down water. went out and dug up and found	0:20	8:00	22.0	LF
20240117-006	104 N WALNUT ST	1/16/2024	7:00 am	1/16/2024	8:00 am	1/16/2024	10:30 pm	1	Leak	Resident called in water running down in front yard. went out and saw water running. throttle water down. went back out and dug and found 6" 45	1:00	15:30	27.5	LF
20240117-007	112 S ELM ST	1/15/2024	8:00 am	1/15/2024	7:00 pm	1/15/2024	10:00 pm	1	Leak	Customer called in water leak went out and found water running down street throttle water down went back to shop to call in locate. went back out	11:00	14:00	28.0	LF
20240123-007	900 E OAK CREST DR	1/21/2024	11:31 am	1/21/2024	12:10 pm	1/22/2024	2:30 am	50	Main Break	Caller called in about a main break and water flowing out of the ground,	0:39	14:59	48.0	OT
20240124-009	900 E OAK CREST DR	1/21/2024	11:30 am	1/21/2024	12:00 pm	1/23/2024	7:30 pm	50	Leak	went out and found the bolts on the 6 bonnet had failed. replaced the gasket and turned water and repair didn't work. the blots at the mega lug had	0:30	56:00	151.3	VF
20240130-007	19503 AMHERST ST	1/29/2024	3:10 pm	1/29/2024	3:45 pm	1/29/2024	4:30 pm	1	Leak	Customer called in saying we had a water leak between his and his neighbors house. went out and the water is coming out of the sidewalk	0:35	1:20	1.0	RI
20240205-014	739 S OAK ST	2/5/2024	10:30 am	2/5/2024	10:45 am	2/5/2024	11:30 am	1	Leak	customer called in reporting water in a hole that a boring crew dug in his yard. went out and pumped out water and listened to service and could not	0:15	1:00	2.0	OT
20240209-039	2001 E SANTA FE ST	2/9/2024	5:00 pm	2/9/2024	5:15 pm	2/9/2024	5:45 pm	0	Leak	Received page about leaking hydrant near super 8 hotel at 5pm. Upon arrival I found hydrant (29NWH02) had a drip from bottom of barrel. Turned down	0:15	0:45	0.5	OT

Water Distribution Repair Summary

Report Dates Between 1/1/2024 and 3/29/2024

3/29/2024

LF - Line Failure, SF - Saddle Failure, VF - Valve Failure, RCF - Repair Clamp Failure, O - Damage By Others, RI - Residents Issue, OT - Other

9:48 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause		
20240221-024	403 E SHAWNEE ST	2/21/2024	9:30 am	2/21/2024	9:45 am	2/21/2024	10:30 am	0	Leak	Contractor called in and said they hit a line at this address. went out and shut valve off and painted it white. water line is not on the map and was	0:15	1:00	2.0	OT		
20240223-012	407 S OAK CIR	2/23/2024	11:00 am	2/23/2024	11:15 am	2/23/2024	12:00 pm	1	Leak	Customer called in and reported a possible leak at this location. tested water and it has chlorine in it. Tom is going to set out the leak detection	0:15	1:00	2.0	OT		
20240223-013	513 N WINWOOD ST	2/23/2024	12:00 pm	2/23/2024	12:30 pm	2/23/2024	1:00 pm	1	Leak	Customer called in and reported water standing on the sidewalk. went out and listened to valve and could not hear anything. check to see if it had	0:30	1:00	2.0	OT		
20240304-017	32636 W 171ST ST	2/27/2024	5:43 pm	2/27/2024	5:47 pm	2/27/2024	6:55 pm	1	Leak	customer called in about not having water inside residents, fiber crew hit customers sevice line. stayed to make sure they fixed it properly, fiber crew	0:04	1:12	1.0	O		
20240319-006	830 E PARMA WAY	3/18/2024	3:15 pm	3/18/2024	3:20 pm	3/18/2024	3:57 pm	1	Leak	Ein called about a possible leak coming from valve. went and checked got the water to stop flowing out of valve box.	0:05	0:42	0	OT		
Totals:												110			290.3	

	8	After Hours Average	1:41	12:07	Cause Totals
	6	Workday Average	0:25	3:25	LF 3
	14	Average	1:08	8:23	SF 0
					VF 1
					RCF 0
					O 1
					RI 1
					OT 8

1Q 2024 Water Repair Report

LINE FAIL	HARDWARE FAIL	VALVE FAIL	HYDRANT FAIL	DAMAGED BY OTH	RESIDENTS' ISSUE	OTHER	TOTAL
3	0	1	0	1	1	8	14

