

Oneida Business Committee Meeting Agenda Request Form

1. Meeting Date Requested: 04 / 08 / 15

2. Nature of request

Session: Open Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one):

Report

Agenda item title (see instructions):

Accept the Utilities Department FY '15 1st Quarter Report & Approve Proposed Rate Increase

Action requested (choose one)

Information only

Action - please describe:

Motion to Accept the Utilities Department FY '15 1st Quarter Report & Approve Proposed Rate Increase

3. Justification

Why BC action is required (see instructions):

mandatory direct report quarterly reporting

4. Supporting Materials

[Instructions](#)

Memo of explanation with required information (see instructions)

Report Resolution Contract (check the box below if signature required)

Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one):

Requestor (if different from above): Scott Cottrell, Manager
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

- 1) Save a copy of this form in a pdf format.
- 2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Utilities Department

Scott Cottrell, Manager

**1st Quarter – October 2014 to December 2014
FY' 2015**

Utilities Department– Quarterly report

Mission Statement:

The Oneida Utilities Department has an obligation to provide safe drinking water and environmentally safe wastewater treatment for the Oneida Nation and other persons it serves through routine testing, observations, maintenance, and continuous education and training.

Major Functions:

Provide safe drinking water, environmentally safe wastewater treatment, Septage Removal and Billing to our customers.

Utilities Department– Quarterly report

- **The Oneida Utilities Department employ's 8 Full time positions. All Oneida Tribal Members .**

Scott Cottrell, Utilities - Manager

Paul Danforth - Field Supervisor

Bridget John – Administrative/Account Supervisor

Dale Metoxen - Water/Wastewater Operator

Luann King-Skenandore - Lab Coordinator

Jeff Rentmeester - Maintenance Worker

William Stevens - Septic System Technician

Nancy Metoxen - Administrative Assistant I

Utilities Department– Quarterly report

- Utilities Department is currently operating at a -20.71% (\$50,932) variance for the 1st Qtr.. of FY'15

Major Variances::

- Tribal Subsidies \$17,298
(These were eliminated from our budget during the 12% cut, we need to address customers before totally eliminating or find a source to subsidize the costs)
(These subsidize low income, disabled and elderly Sewer and Water charges as well as Elderly Septic Pumping)
- Repairs /Maintenance Equipment \$15,573.12
 - Broken Valve Repair/Water Break by Oneida Post Office \$5,673.12
 - Urgent Valve 3 replacements needed by Little Bear and Oneida Post Office \$9,900.00
- Non Cash Items
 - Depreciation Infrastructure \$18,060.88
(line item was reduced during the 12% cut)

Utilities Department– Quarterly report



Utilities Department– Quarterly report

- **Number of Work Orders for the reporting quarter:**

	1 ST Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Work Orders completed	97			
Locate Requests-Diggers Hotline	121			
Septic Pumping's	167			

Utilities Department– Quarterly report

Statistics:

- **Water Customers Total: 635**
 - Residential 564
 - Commercial 20
 - Internal Public Gov't 51
- **Sewer Customers Total 563**
 - Residential 496
 - Commercial 21
 - Internal Public Gov't 46
- **Refuse/Recycling Customers Total 979**
- **Lift Stations Total 13**
- **Well Houses Total 5**
- **Centralized WWTP**
- **Sandhill Circle Wastewater Plant**
- **Site 1 & 2 Water Booster Station**
- **Rolling Hills Water Tower**
- **Little Bear Water Tower**

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Utilities Department– Quarterly report

WWTP/Utilities :

Staff continues to be extremely busy with day to day activities and maintenance of Utilities and WWTP duties; Serving 635 Water customers (564 Residential, 20 Commercial and 51 Public Gov't) and 563 Sewer Customers (496 Residential, 21 Commercial and 46 Public Gov't).

We have been dealing with Lift Stations plugging up which can lead to some costly repairs and replacements of equipment. We have been meeting with ORCCC staff to address the problems with the Lift Station located near the center.

We've recently had an employee on medical leave which leave's us short on employees for on call needs, emergencies, repairs and maintenance. We also need to get additional employees hired soon to be prepared for possible retiree's in the near future. Vacant positions 0.

Projects:

Water System Analysis – LUTU II process has been completed to obtain land on King Lane as well as the drill test wells for the new pump house and wells for the Nations public drinking water. Next process will be to construct the 2 new wells, pump house and watermain loop for this project.

We've been approved through the Finance Committee to replace six existing lift station panels due to obsolete items in regards to our alarm and communication system. Installation will begin Spring of 2015.

13 residential units should be completed and added to our system during the 2nd Quarter. We are expecting to have an additional 8 units and 1 duplex to be added this summer. 44 units are expected to be built in the coming years. These will all be located in the Elder Village Area.

Proposed Rate Change would create an additional Revenue of \$20,500 per Quarter

Water

Meter size	Current Flat Rate	No Contribution	Without Depr/Amor	Proposed change
Residential 3/4"	13.36	59.73	29.69	14.96
1"	23.75	106.18	52.79	26.60
1 1/2"	53.43	238.91	118.77	59.84
2"	94.98	424.72	211.14	106.38
2 1/2"	148.41	663.63	329.91	166.22
3"	213.71	955.63	475.07	239.36
3 1/2"	290.88	1300.71	646.63	325.79
4"	379.92	1698.89	844.58	425.51
In addition to the flat rates the following is added per metered usage				
Current Variable Cost Per Thousand gallons used	1.22	2.20	2.20	2.20
Average (6600 gal) Residential Water	21.41	74.26	44.23	29.48

Sewer

Meter size	Current Flat Rate	No Contribution	Without Depr/Amor	Proposed Change
Residential 3/4"	17.76	60.13	30.23	19.89
1"	31.57	106.90	53.75	35.36
1 1/2"	71.04	240.53	120.93	79.56
2"	126.3	427.60	214.98	141.46
2 1/2"	197.34	668.13	335.91	221.02
3"	284.17	962.11	483.71	318.27
3 1/2"	386.78	1309.53	658.38	433.19
4"	505.19	1710.41	859.93	565.81
In addition to the flat rates the following is added per metered usage				
Current Variable Cost Per Thousand gallons used	2.15	2.24	2.25	2.25
Average (6600 gal) Residential Sewer	31.95	74.92	45.05	34.74

Summary:

- Need to determine if Tribal Subsidies should be eliminated per the 12% cut that was required during the budget process or if there is another entity that can cover these expenses
- Request BC approval for Rate increase which would allow for an additional \$82,000.00 per year Revenue to reduce Tribal Contribution-Last increase was in 2004.
- Need to prepare for employee's that are nearing retirement and to have new employee(s) trained to fill the position(s).