

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 01 / 24 / 18

2. General Information:

Session: Open Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

Accept as Information only

Action - please describe:

Approve DPW FY18 1st Quarter Report

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: _____
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

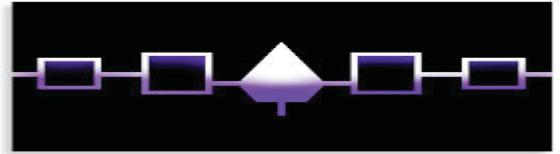
Describe the purpose, background/history, and action requested:

Submit and Approve Division of Public Works FY18 1st Quarter Report

- 1) Save a copy of this form for your records.
- 2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org



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ONEIDA NATION DIVISION OF PUBLIC WORKS



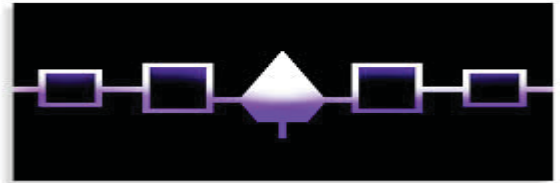
2018

1st Quarter Report





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Automotive & Fleet Mgt.

The most important provisions for the Oneida Nation is safe operations of vehicles used for the Nation's business to remain operational to their full potential. This is done by scheduled maintenance and repairs of departmental vehicles.

Community Wells & Septic, Plumbing

To upgrade the standard of living by providing complying Septic Systems and potable water supply from Private Wells. To be the first line of defense again disease prevention.

Custodial

The DPW custodial department maintains all non-gaming Oneida Nation occupied buildings in a clean, sanitized, and safe environment through teamwork, communication, and quality customer service.

Facilities, Maintenance

The facilities department provides preventative and regular maintenance, remodeling, fire and security monitoring, event coordination, and departmental moves for 80+ buildings and their departments.

Grounds Keeping

The overall maintenance of all of the Oneida Nation's grounds, roads, landscaping, and 24 hour snow removal along with Tribally owned roads is the mission of the Grounds Keeping Department.

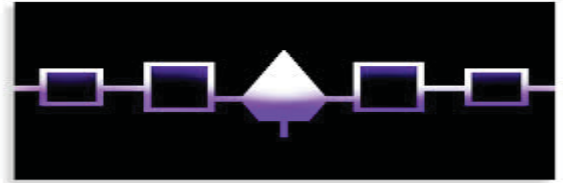
Utilities

Provide safe drinking water and environmentally safe wastewater treatment and seepage removal. Provide billing for sewer and water, septic removal and refuse/recycling services.

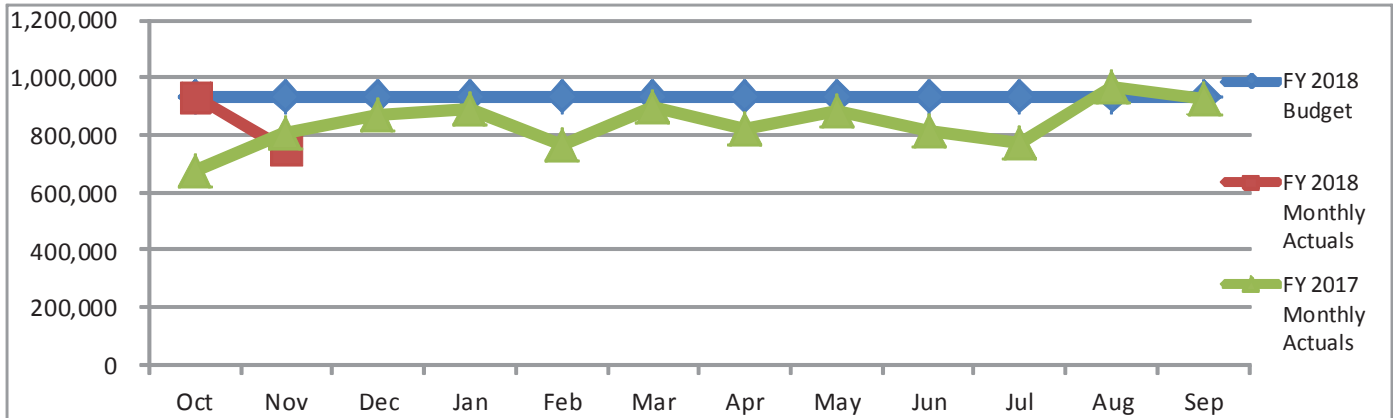




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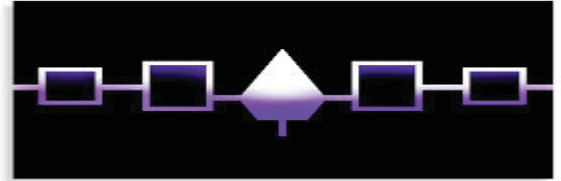


Division of Public Works Consolidated Budget versus Actuals



- YTD Actuals as of November are at a \$186,667 positive variance versus YTD Budget which is approximately a 10% variance.
- Major contributing factors to the positive variance are vacant positions, medical leaves, and incentive line.
- Reorganization efforts have created shared positions, efficiencies, and increased or improved services.

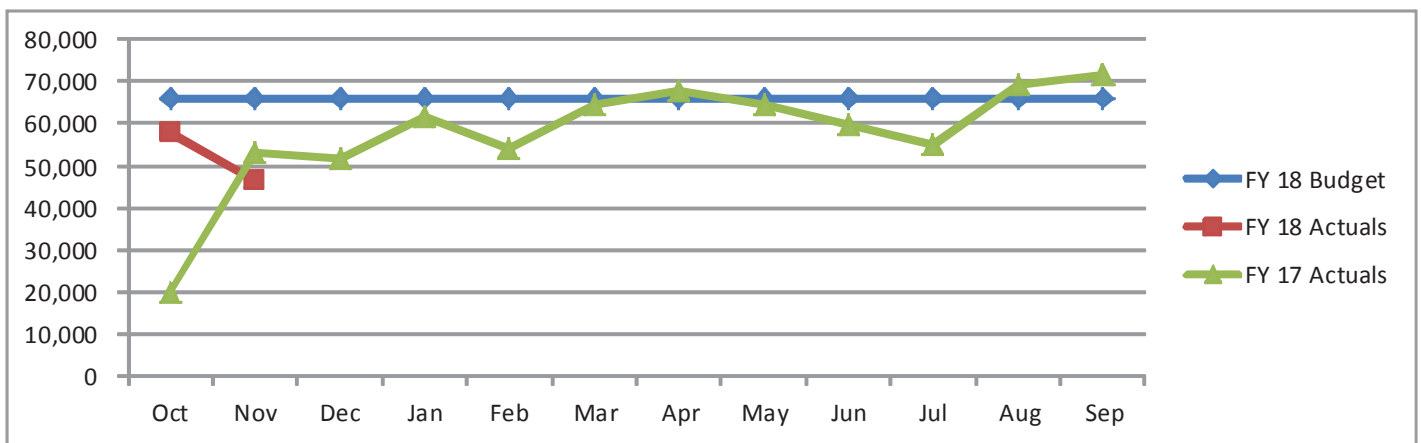




Division of Public Works

Administration

The Department of Public Works Administration provides services and support for all of DPW business units and internal and external customers. Administration provides budget and financial support services, continuous improvement, customer services, fleet vehicle



Initiating and completing capital expenditure projects has been a major focus for DPW 1st quarter. The major projects that have either been completed or are in progress include:

- Repainting of the Water Tower
- Farm silo conveyor life safety and controls
- Norbert Hill Center North Wing HVAC Upgrade
- Hutson Rd building boiler replacement
- NHC electrical distribution

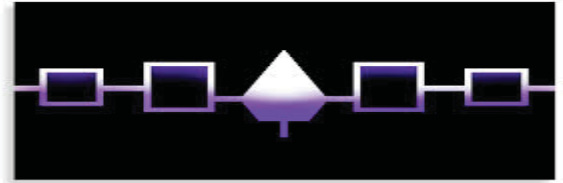
Safety Awareness continues to be a priority and training has been held on Winter Driving and Personal Protective Equipment. Upcoming training includes first aid, blood borne pathogens, and CPR.

Assisted Zoning with 49 on-site Plumbing inspections.

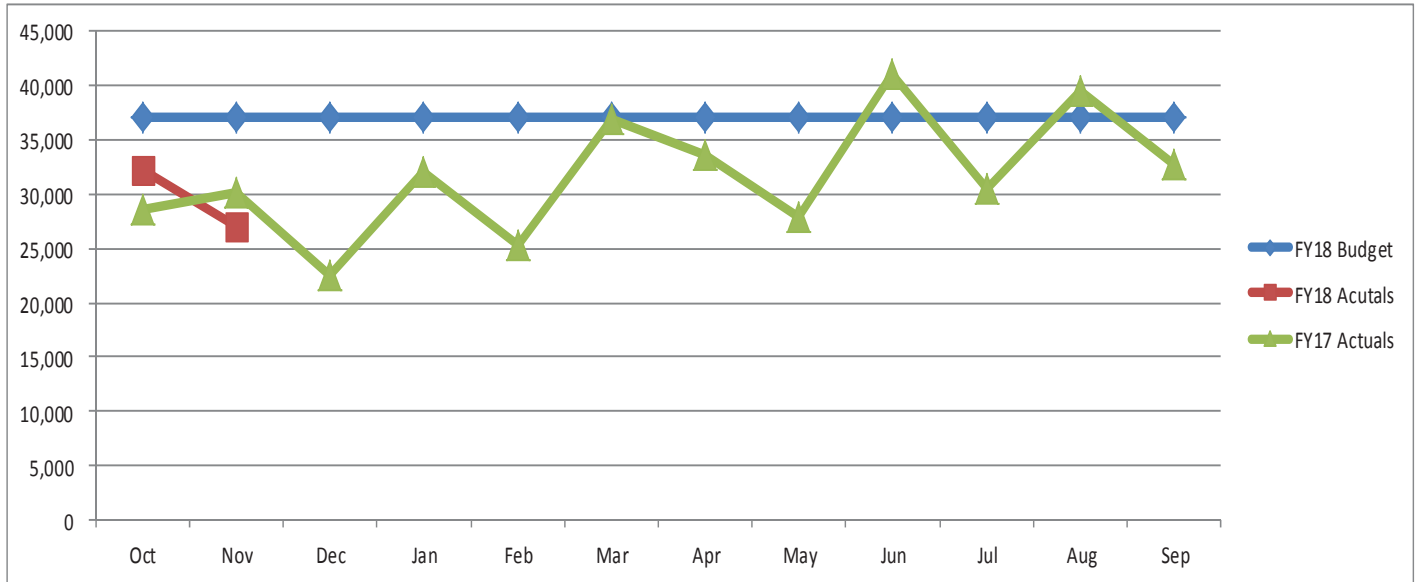




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Automotive Department



1st Quarter Services

Automotive Work Orders Completed: 307

Vehicle Requests: 48

Fleet Detailing: 130

Equipment Repair Costs for 4th Quarter: \$1,152.03

Fleet Management Projects

Purchases: Three (3) vehicles ordered

Vehicle Repairs (Incidents): \$14,755.59

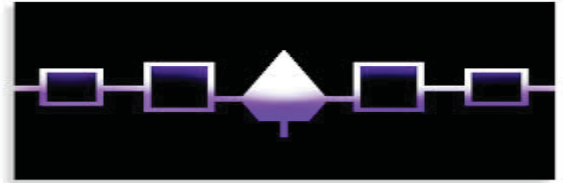
Gas Cards: Continue to work with Retail and Mobile regarding issues with the cards.



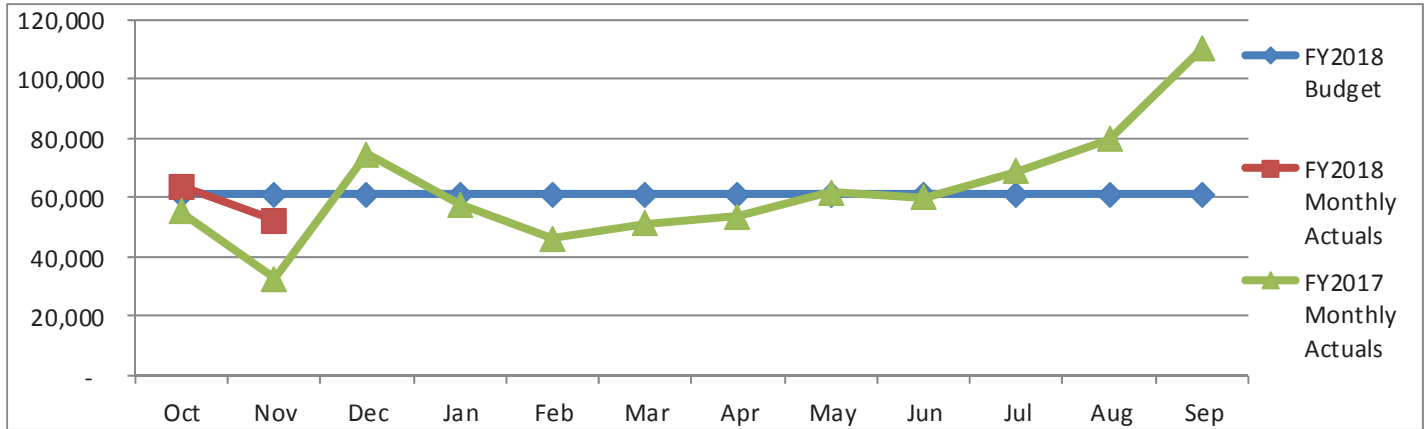


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Community



Wells and Septic, Plumbing



Projects

Description	Status
IHS Project BE-15-J50	1 Well Drilling, 1 Test pump 1 Water supply, 4 septic system
IHS Project BE-15-J50	7 New HBO Sites Open (no applicants yet)
IHS Project BE-12-G98	Start in Spring
POWTS Improvement & Inventory	353 POWTS Evaluation Sites

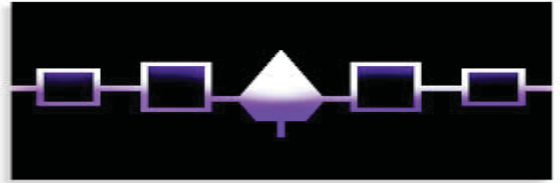
Program Alignment Summary

Alignment	Description	Status
Commitment to Building a Responsible Nation	CWS & Plumbing Repairs for: <ul style="list-style-type: none"> . Septic Systems . Water Supply/Well Repairs . Inside Plumbing Repairs (pipes, wtr htrs) 	64 Homes
Commitment to Building a Responsible Nation	Engineering CIP Projects <ul style="list-style-type: none"> . HUD Apt. Bldg #2, #3 . Oakwood HUD Home Oneida Cemetery 	Uska Village inside plumbing (toilets, sinks & showers) Interior Plumbing (toilets, sinks & showers) Weekly water height check at cemetery.
Commitment to Building a Responsible Nation	Tribal Building Facilities Plumbing projects, repairs and services	Work Orders
Commitment to Building a Responsible Nation	Other: Elder Services, Housing Authority, DOLM Sites	Work Orders

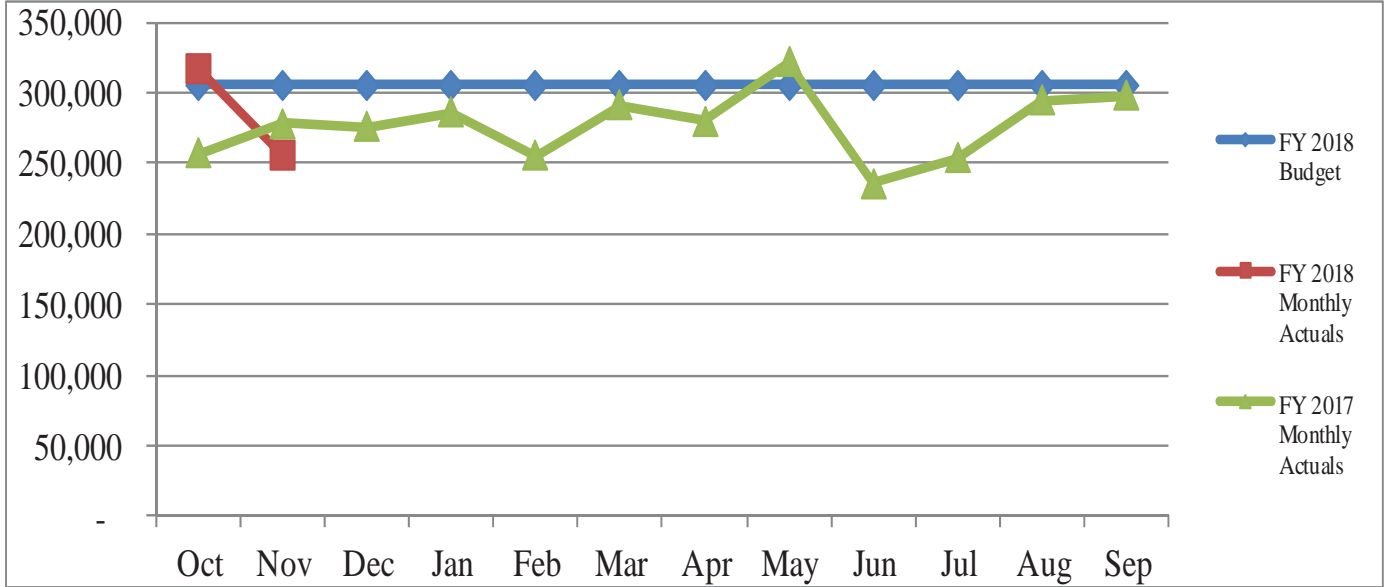




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Custodial Department



Projects/Services

Description/Project

Provide proper adequate training to Team Members, improved customer relations, best Team Member placement, proper equipment and chemical inventory to better the department productivity

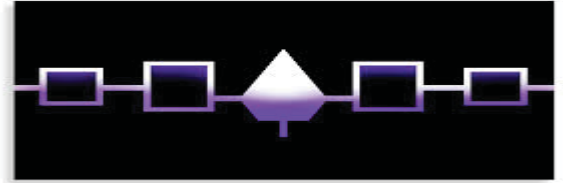
Status

We are meeting with leadership/supervision on a more scheduled, frequent bases. Training is on-going and includes leadership and Team Members from the recently hired to long term colleagues to standardize process and procedures creating more efficient practices. Equipment and chemical inventories are being evaluated and maintained through attrition and best practice research. Productivity and moral have increased through the above processes along with showing the colleagues their value and purpose.





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Custodial Department

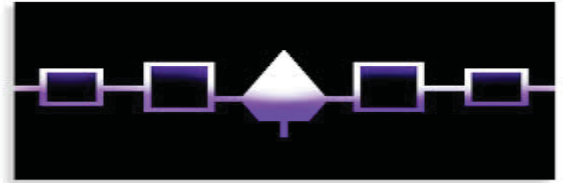
Program Alignment Summary

Alignment	Description	Status
Create a Positive Organizational Culture	Developing our Colleagues	By defining expectations, setting reachable goals, showing gratitude, celebrating wins, and working on communication not only within the department but with our customer base throughout the Tribe
Commitment to Building a Responsible Nation	Provide proper adequate training, inventory controls, provide and maintain proper safe equipment.	By doing this we are finding meaning and purpose in what we do as a way to stay positive. Reminding colleagues why their jobs are important. Defining expectations about their purpose and how they add value to the Oneida Nation, add to their expertise through training to better themselves to better serve our customers.

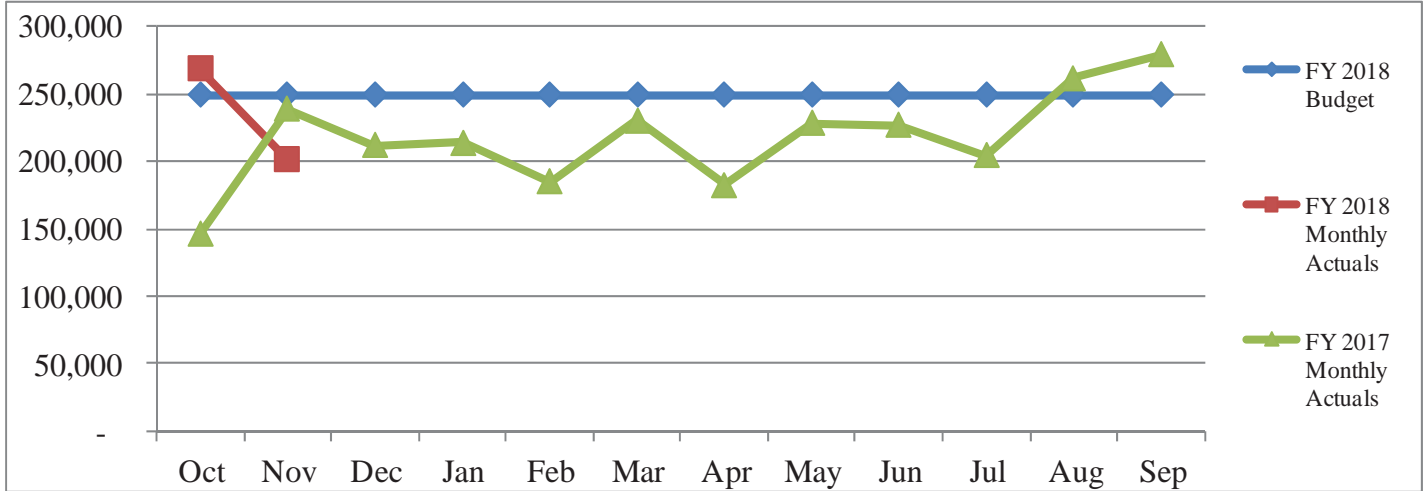




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Facilities Department



Program Alignment Summary

Alignment

Description

Completed

Committing to building a Responsible Nation

Completion of capital expenditure projects.

Preparing RFP's, contracts, and purchase orders to complete capital expenditure projects for FY18.

Committing to building a Responsible Nation

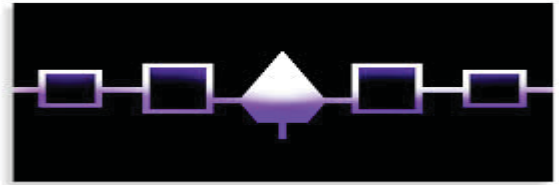
Complete Facility Condition Assessments

Building Assessments continue to be completed with additional ones being done each month. Focusing on inspecting mechanical rooms for any issues.





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Facilities Department Work Orders Completed 1st Quarter: 648

Completed Work Orders

October 2017	November 2018	December 2018
242	208	238

Open Work Orders

October 2017	November 2018	December 2018
30	37	52

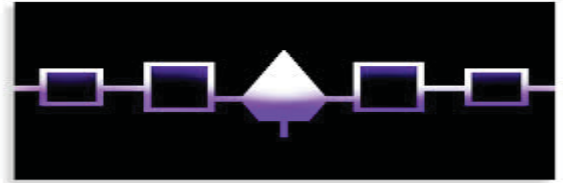
Initiatives and Projects

- ◆ BIE on requirements, deferred maintenance and projects.
- ◆ Land Management Boiler
- ◆ Temporary power installation for bridge and tree lighting
- ◆ Bay Bank—Air Handler Unit replacement RFP
- ◆ Food Distribution electrical for walk in cooler installation
- ◆ Health Center Boiler Installation
- ◆ Solar Deployment Project training and inspections
- ◆ Automotive and Custodial Inventory system to ARCHIBUS
- ◆ NHC emergency lighting, upgrade to LED lighting in corridor and law wing
- ◆ Four Paths Project—refrigeration equipment, security systems, HVAC, review electrical design
- ◆ Assisting with Early Head Start CIP Addition Project
- ◆ Permitting training for low voltage projects
- ◆ Health Center dental LED lighting, bollard lighting

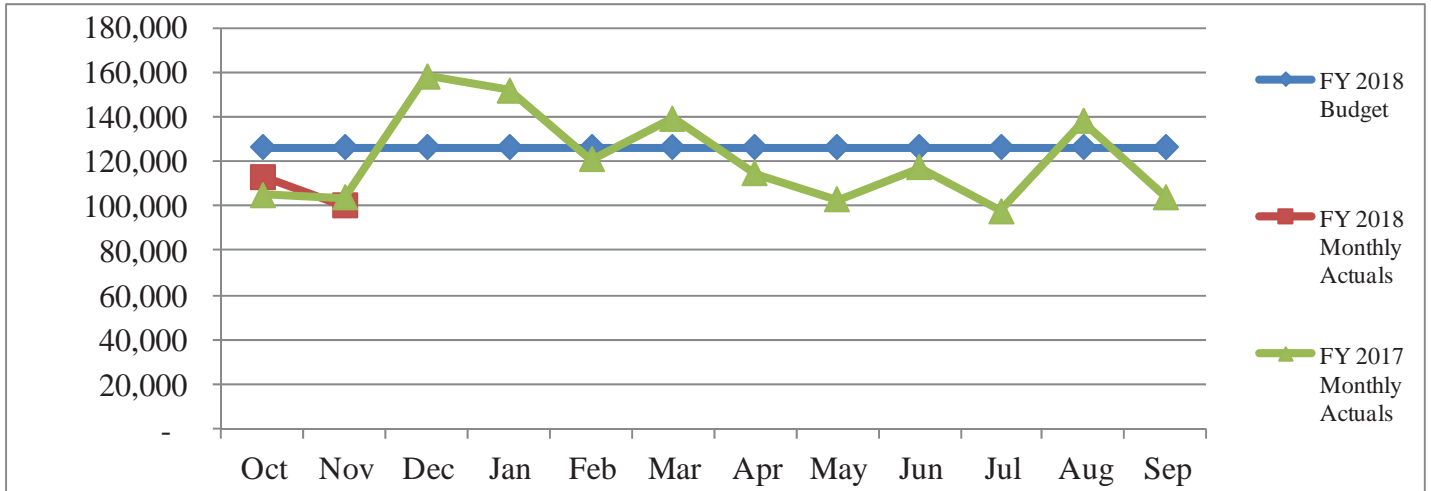




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Grounds Keeping Department



Projects/Services

Project/Services	Status
Work Orders Completed	21
Demolition	Completed: Belmont
Other Services	Working with various departments

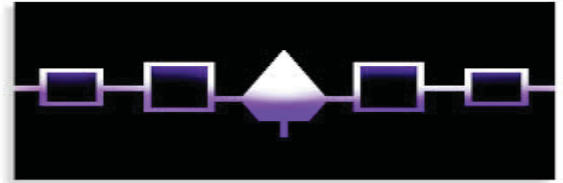
Program Alignment Summary

Alignment	Description	Status
Committing to building a Responsible Nation	Develop Standards for Grounds keeping and Landscaping	Personnel, Routes, Equipment are being refined from last year.
Committing to building a Responsible Nation	Snow Removal Plans	Schedules, site layouts, logs updated from last year to become more efficient.

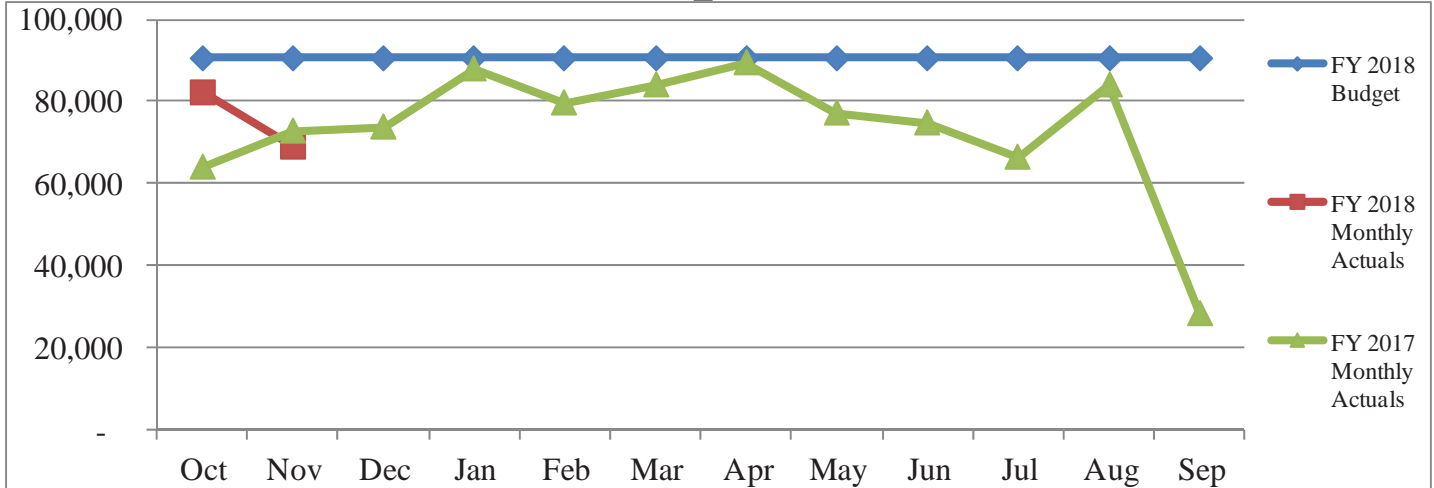




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Utilities Department



Services Provided

Service	Status
Work Orders	72 Completed
Locate Requests	127 Completed
Septic Pumping	128 Completed
Non-payment, Disconnections (April-Oct. 31st only)	0

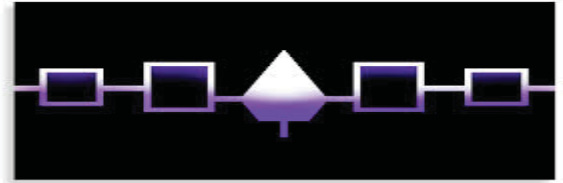
Program Alignment Summary

Alignment	Description	Completed
Committing to building a Responsible Nation	Public Water Legal Mandate/Regulatory Compliance	EPA and Oneida Nation's Public Water and Wastewater required weekly sampling and testing were completed and in compliance for the 4th Quarter.
Committing to building a Responsible Nation	Indian Health Services O&M Inspection completed Sept. 26, 2017	Results of the inspection should be available early November.





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Utilities Department Other Statics

Water Customers Total:	661	Sewer Customers Total:	586
Residential	608	Residential	535
Commercial	18	Commercial	19
Internal Public Gov't	35	Internal Public Gov't	32

Refuse/Recycling customers - 976

Lift Stations – 13

Grinder Pumps - 2

Pump Houses - 5

WWTP - 1

Sandhill Circle Wastewater Plant-1 Sandfilter

Site 1 & 2 Water Booster Station – 1 that serves Site 2

Rolling Hills Water Tower

Hwy 54 Water Tower

Utilities Department Projects

Community Wells, Pumphouses and Water Main Loop- IHS Project BE-12-G87

Water Loss Mitigation-IHS Project BE-15-164

I & I Study (Infiltration and Inflow) IHS Project BE-15-J62

Hwy 54 Water Cap Ex Painting Project

