

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 04 / 25 / 18

2. General Information:

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

Agenda Header: 2nd Quarter Report

Accept as Information only

Action - please describe:

Approve Division of Public Works 2nd Quarter Report

3. Supporting Materials

Report Resolution Contract

Other:

1. 2nd Quarter Report

3.

2.

4.

Business Committee signature required

4. Budget Information

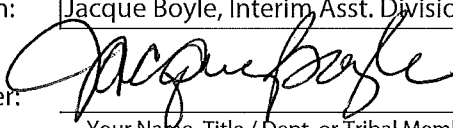
Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Jacque Boyle, Interim Asst. Division Director/Development Operations

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:

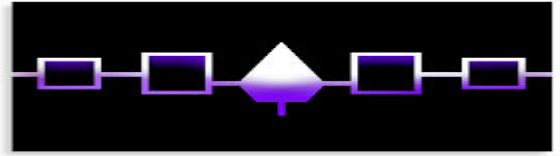
Describe the purpose, background/history, and action requested:

Submittal and approval of the Division of Public Works 2nd 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



A good mind. A good heart. A strong fire.



ONEIDA NATION DIVISION OF PUBLIC WORKS



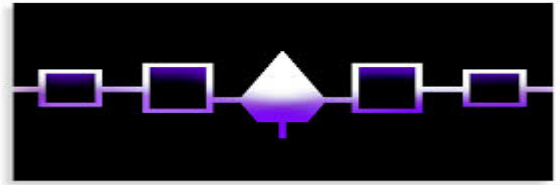
2018

2nd Quarter Report





A good mind. A good heart. A strong fire.



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 against 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.

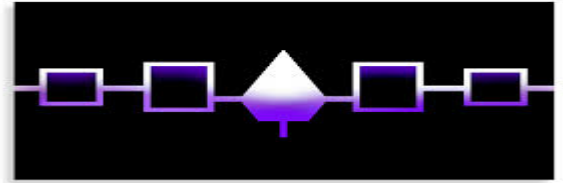
Utilities

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

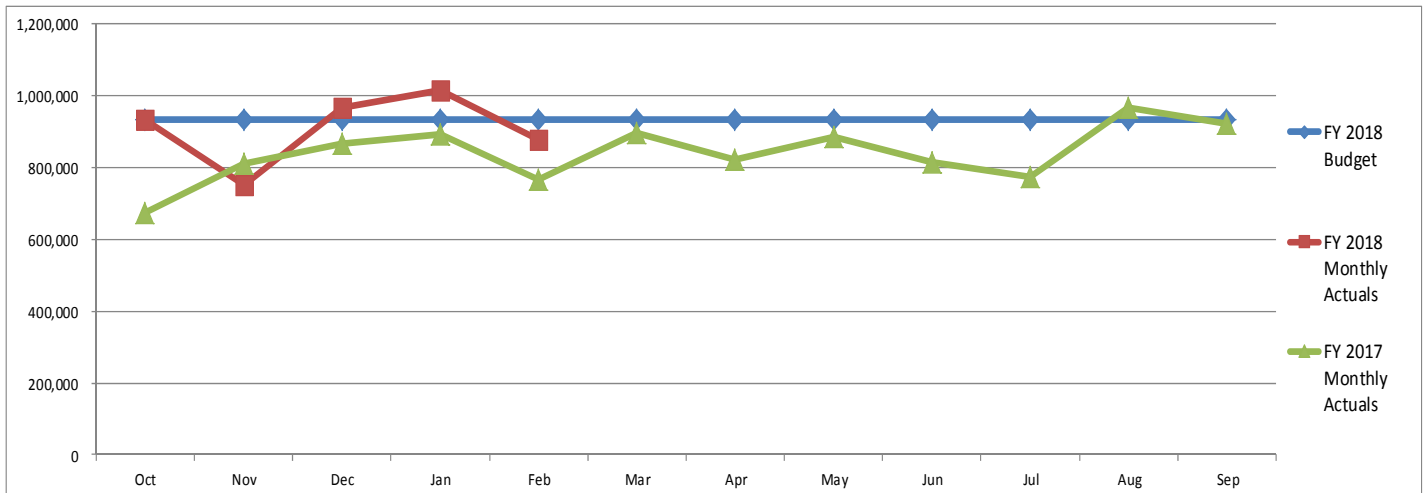




A good mind. A good heart. A strong fire.

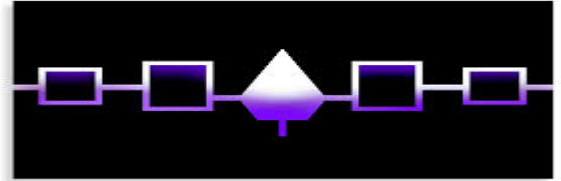


Division of Public Works Consolidated Budget versus Actuals



- YTD Actuals as of February are at a \$128,949 positive variance versus YTD Budget. This is approximately a 2.7% YTD variance.
- Major contributing factors to the positive variance are vacant positions and medical leaves.
- Reorganization efforts have created shared positions, efficiencies, and increased or improved services. Vacant Administrative positions are not being reposted at this time and existing personnel are sharing duties.

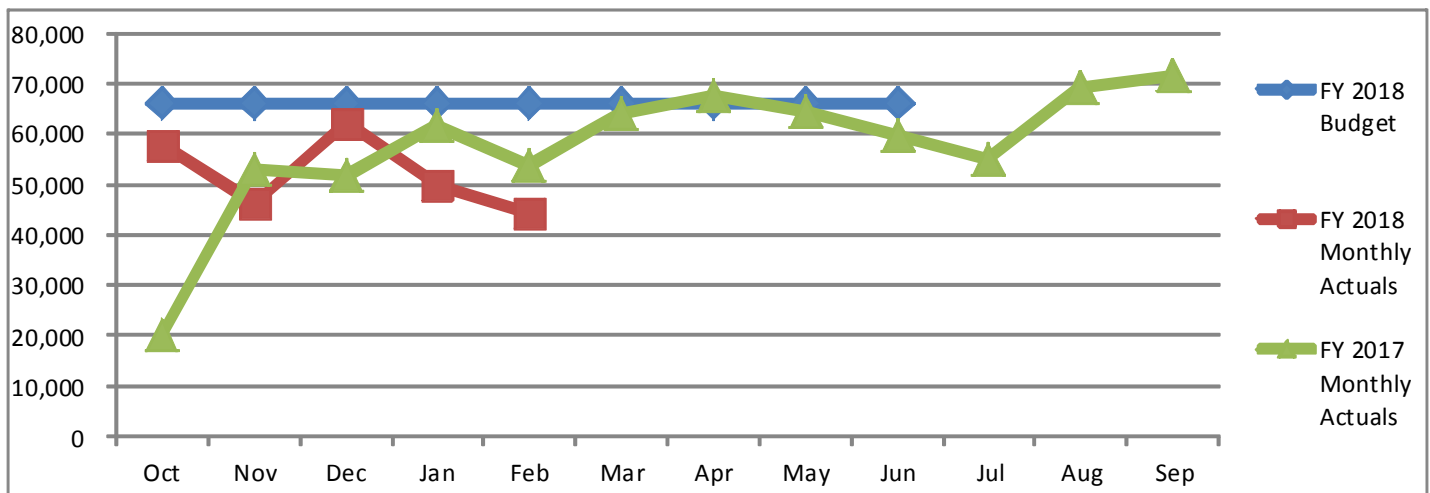




Division of Public Works

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 services, human resources services, safety awareness, and training.



Initiating and completing capital expenditure projects has been a major focus for DPW 2nd quarter. The major projects that have either been completed or are in progress include:

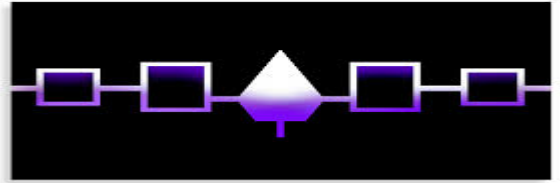
- NHC—Installation of new electrical distribution and service change.
- Turtle—Planning of summer projects to include HVAC upgrade, lighting upgrade, and restroom remodels for Handicap accessibility.
- NHC—Planning of summer projects to include flooring replacement and lighting upgrades.
- NHC—Boiler replacement in old MIS wing
- Various—updating HVAC controls and door controllers

DPW staff all completed blood borne pathogen training that was offered by Employee Health Services, employees attending O’Academy training through HRD, Electrical training completed on ARC Flash, electrical codes, and solar panels. Plumbing related training completed on digger’s hotline process and plumbing codes.





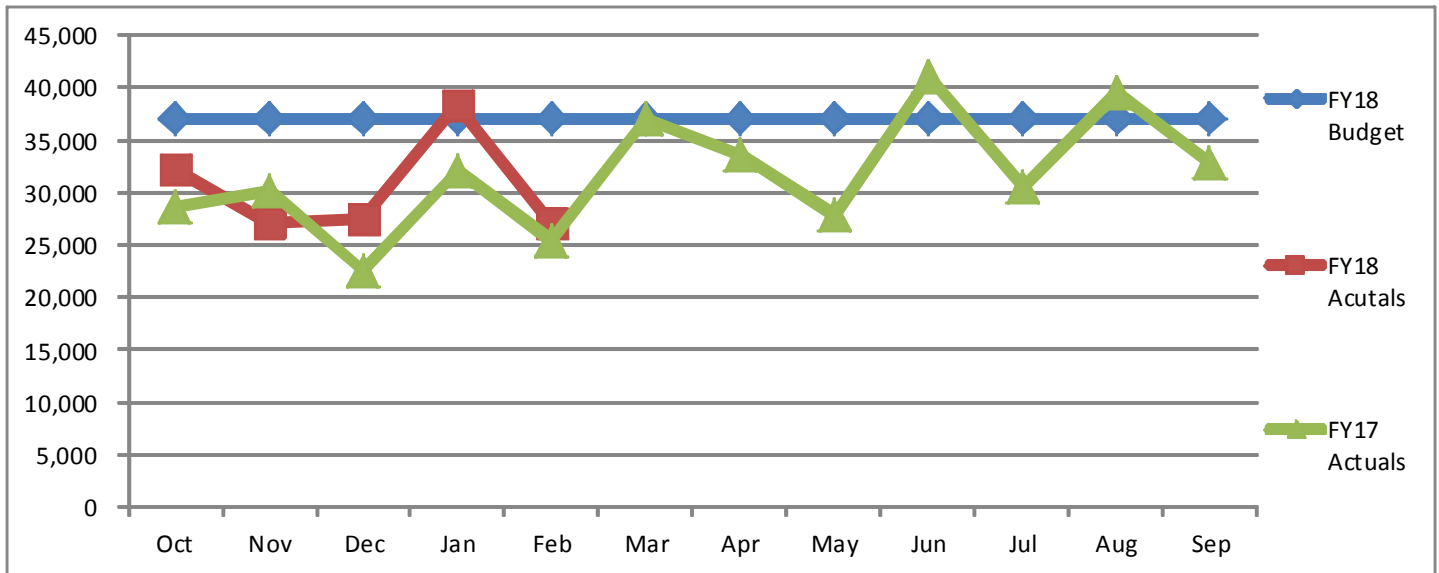
A good mind. A good heart. A strong fire.



Automotive Department

MISSION STATEMENT

The Division of Public Works Automotive Department is to provide professional and quality service with all Tribal businesses in maintenance and repairs of all Tribal vehicles in order for the Oneida Nation to remain successful. The Automotive Department’s purpose is to schedule and maintain Tribal owned vehicles and equipment, and to ensure that the vehicles are in safe and operational condition.



2nd Quarter Services

Automotive Work Orders Completed 2nd Qtr.: 281

Projects: Archibus for Inventory and Supplies 85% complete

Vehicle Requests: 69

Fleet Detailing: 161

Detail Prep coverage for Front Desk: 14

Fleet Management Projects

Capex Purchases: Front End Loader, Back Hoe, and Skid Steers

Vehicle Repairs (Incidents): \$1,288.01

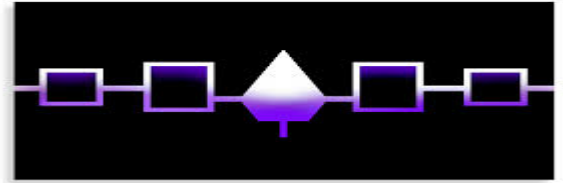
Bids Out: Five (5) additional vehicles for replacement



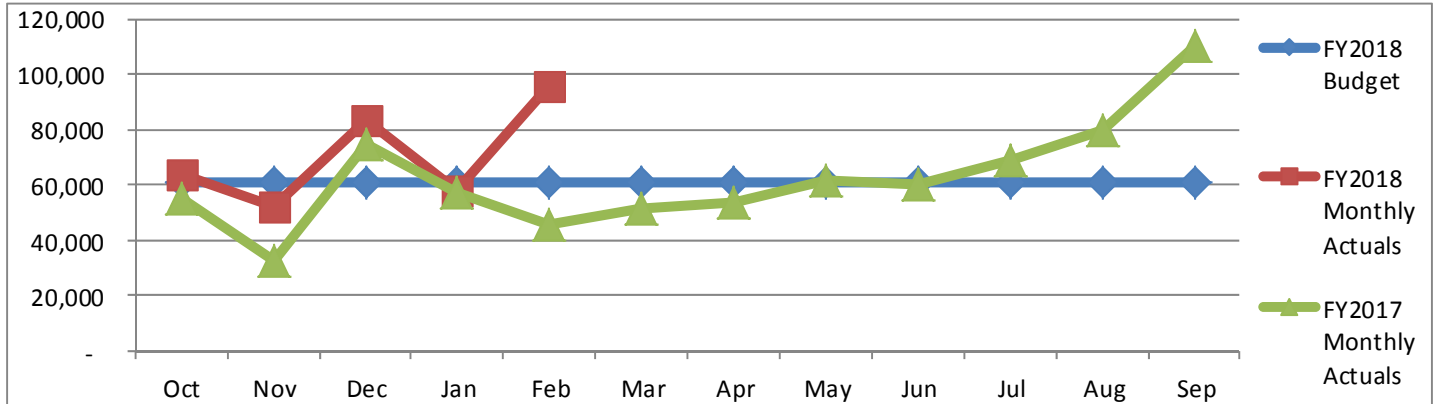


A good mind. A good heart. A strong fire.

Community



Wells and Septic, Plumbing



Projects

Description	Status
IHS Project BE-15-J50	4 New Applicants
IHS Project BE-15-J50	7 New HBO Sites on Beechtree Lane (no applicants yet)
IHS Project BE-12-G98	Start in Spring
POWTS Improvement & Inventory	Started 49 POWTS Evaluation Sites

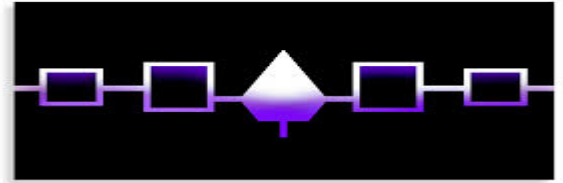
Program Alignment Summary

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 	49 Homes
Commitment to Building a Responsible Nation	Engineering CIP Projects <ul style="list-style-type: none"> . HUD Uskah Village Building #3 , #4 . Oneida Nation Cemetery 	Uskah Village inside plumbing (toilets, sinks & showers) Conservation has taken over checking well
Commitment to Building a Responsible Nation	Tribal Building Facilities Plumbing projects, repairs and services	35 Building Work Orders
Commitment to Building a Responsible Nation	Elder Services Comprehensive Housing Division Sites	27 Elder Homes 22 CHD Homes

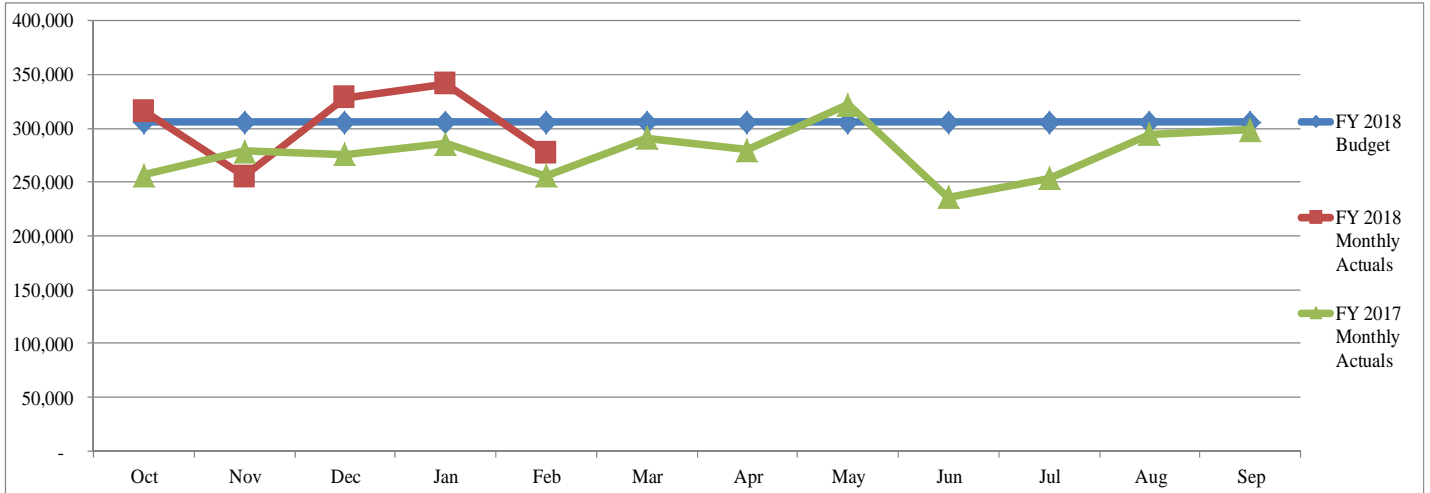




A good mind. A good heart. A strong fire.



Custodial Department



Projects/Services

Description/Project

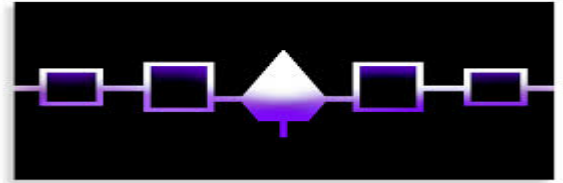
Status

Retail Outlet Flooring	Added 3rd shift crew to do Retail outlets
Define Building Cleaning Standards	Implemented building checklists
Upgrade Equipment	Working with vendors to identify equipment that work best for particular situations
Custodial Audit	Final Audit Report completed
Improve Efficiencies	Custodial team identifying areas where processes can be more efficient for supply deliveries, mop cleaning and rotation, and maintaining appropriate inventories.

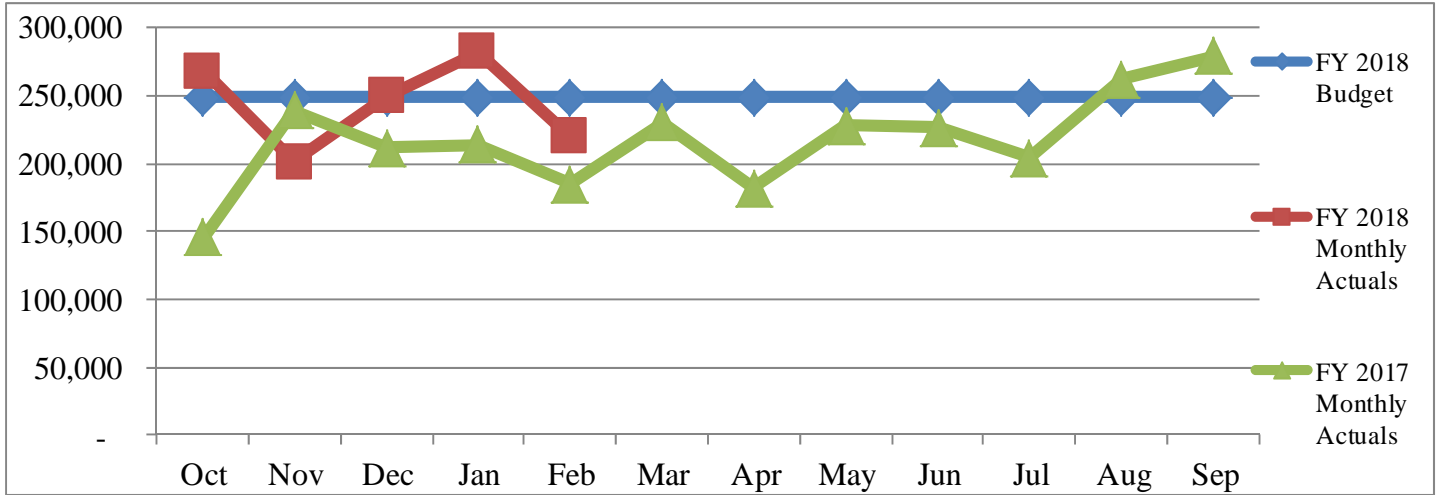




A good mind. A good heart. A strong fire.



Facilities Department



Program Alignment Summary

Alignment

Description

Completed

Committing to building a Responsible Nation

Working with Oneida Fire Department to schedule building tours and install Knox boxes for emergency access to buildings.

Met with Fire Chief and firemen. Updating building information and contacts for them. They are obtaining priority list for Fire Department Knox boxes.

Committing to building a Responsible Nation

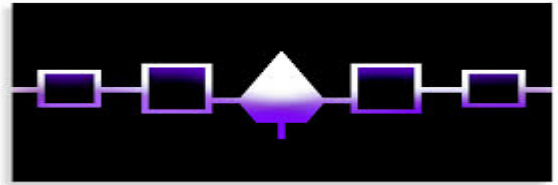
Scheduling of inspections for fire alarm systems and sprinkler systems. Also scheduled boiler inspections, elevator inspections, cross connection devices, and generators.

Completed all inspections that were scheduled to be done this quarter.





A good mind. A good heart. A strong fire.



Facilities Department Work Orders Completed 1st Quarter: 648

Completed Work Orders

January 2017	February 2018	March 2018
477	305	291

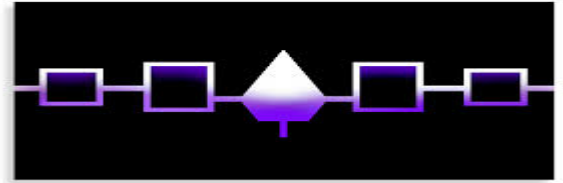
Initiatives and Projects

- ◆ 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— assist with 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

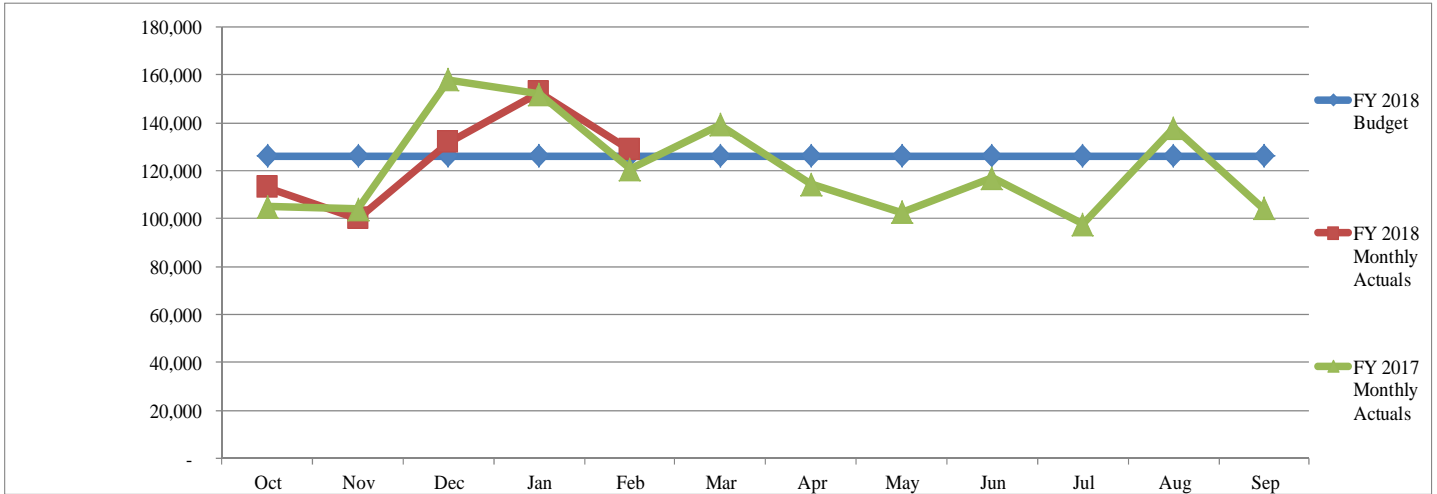




A good mind. A good heart. A strong fire.



Grounds Keeping Department



Projects/Services

Project/Services	Status
Work Orders Completed	13
Demolition	Planning and Scheduling
Snow Removal	On-going throughout April, 2018

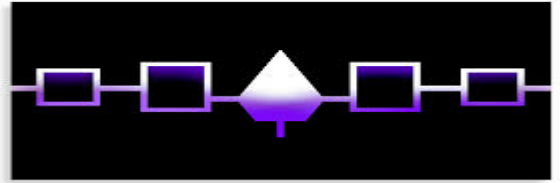
Program Alignment Summary

Alignment	Description	Status
Committing to building a Responsible Nation	Outside of Building Evaluations	Complete
Committing to building a Responsible Nation	Site Maps	Completed Site Maps for snow removal and lawn care.

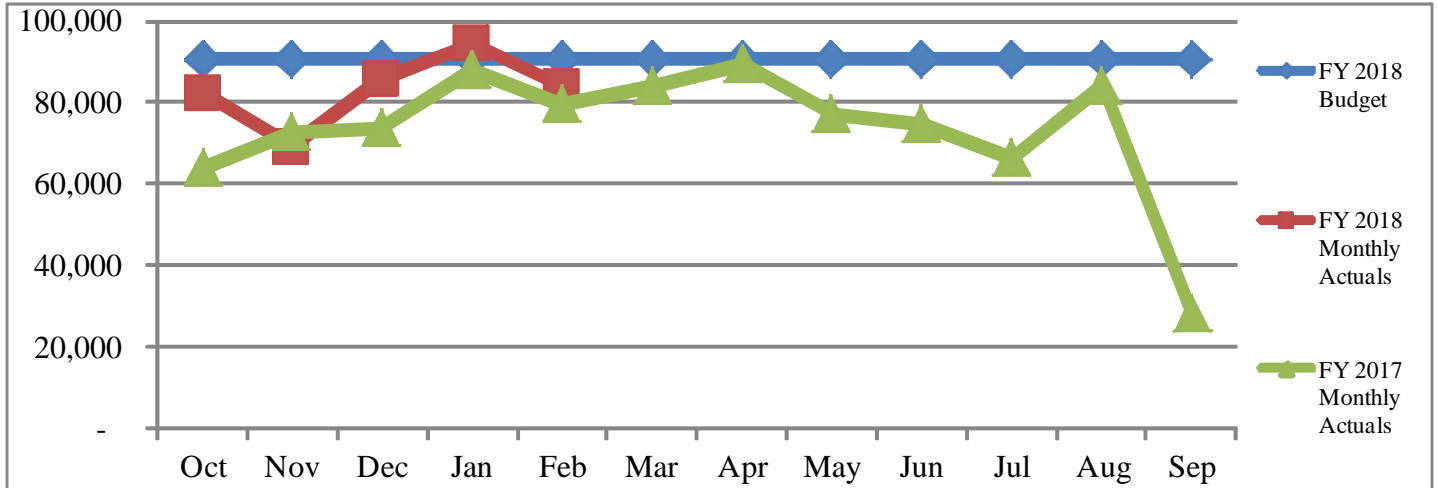




A good mind. A good heart. A strong fire.



Utilities Department



Services Provided

	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR
Work Orders Complete	72	68		
Locate Requests-Diggers Hotline	127	44		
Septic Pumping	128	148		
Non Payment Disconnections (April 1 st - October 31 st only)	0	0		
Garnishment Action 1 st Notice		31		
Garnishment Action 2 nd Notice		7		
Garnishment Action 3 rd notice and Kali Posting				
Disconnection Notice Letters-sent UPS		50		

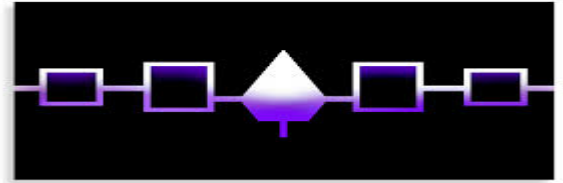
Program Alignment Summary

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.





A good mind. A good heart. A strong fire.



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-Pilot test to start early spring 2018

Water Loss Mitigation-IHS Project BE-15-164—Still monitoring

I & I Study (Infiltration and Inflow) IHS Project BE-15-J62—Bid Awarded and started 3-28-19

Hwy 54 Water Cap Ex Painting Project - Completed

