

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 07 / 25 / 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:

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:

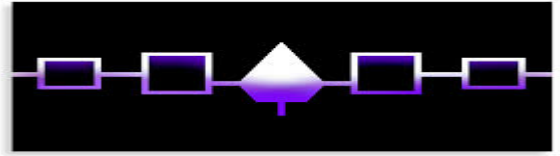
Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.



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ONEIDA NATION DIVISION OF PUBLIC WORKS



Assisted with Showcase at LPGA 2018

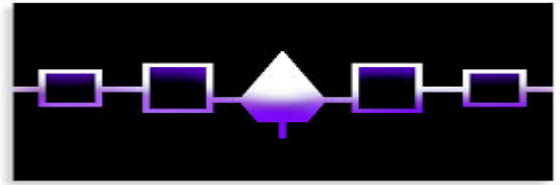
2018

3rd 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 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.

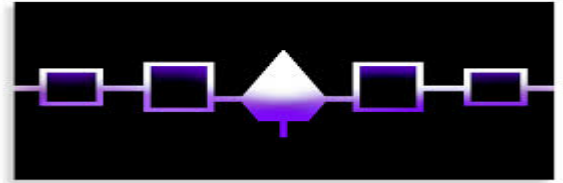
Utilities

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

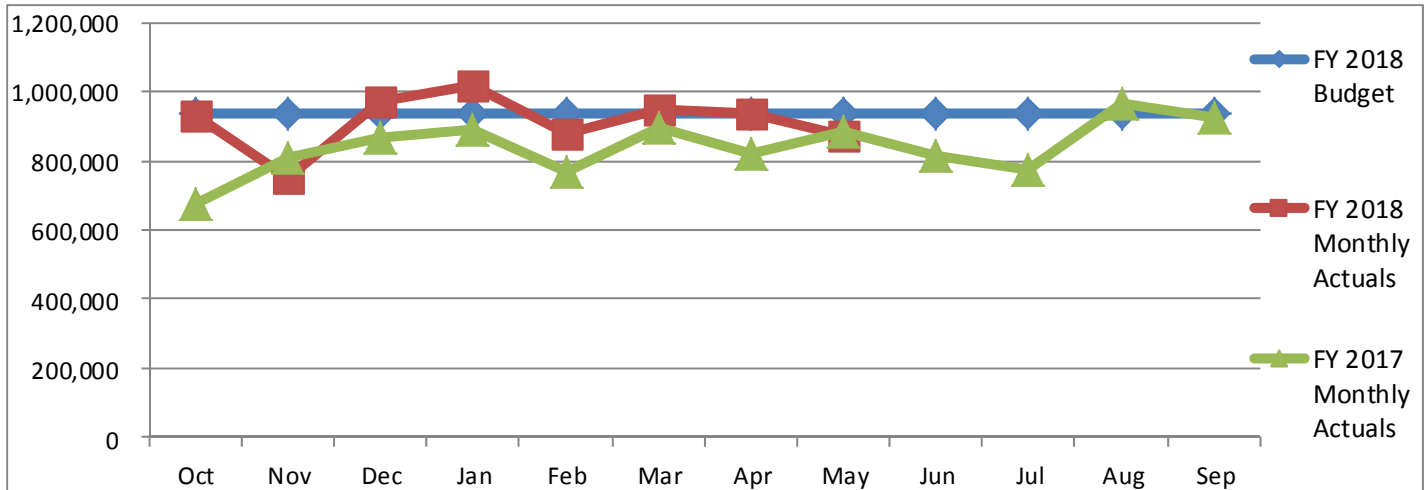




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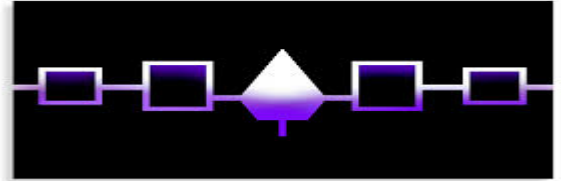


Division of Public Works Consolidated Budget versus Actuals



- DPW YTD Actuals as of May 31st are at a \$187,314 positive variance versus DPW YTD Budget. This is approximately a 2.5% 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 being evaluated as to whether or not they are needed in another area.

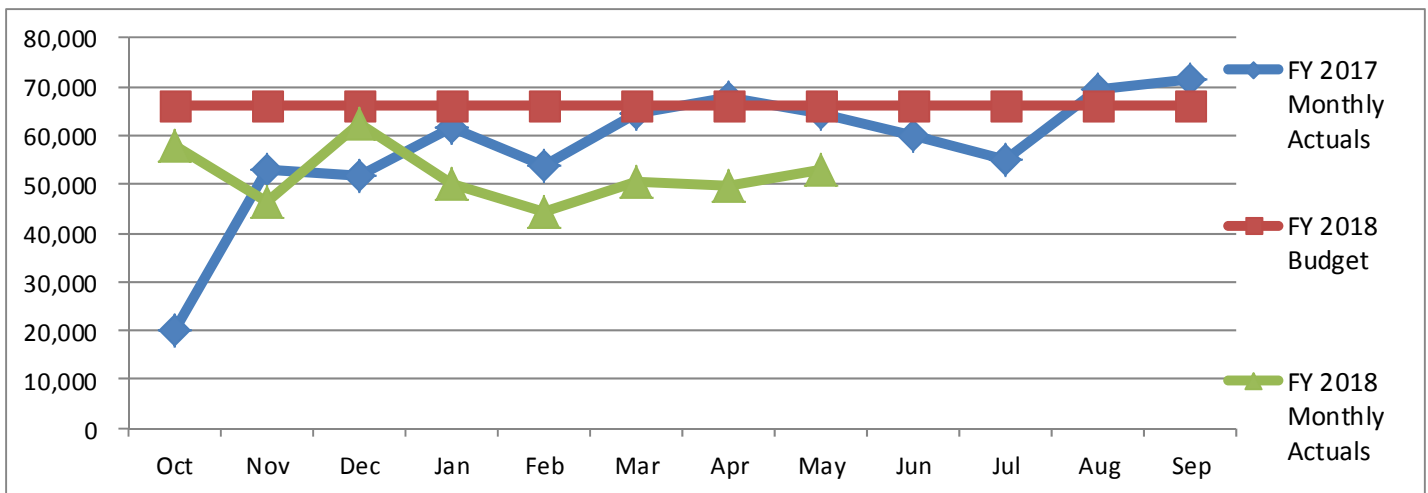




Division of Public Works

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 3rd quarter. The major projects include:

- NHC—Installation of new electrical distribution and service change. (completed)
- Turtle— Energy efficiency projects including HVAC upgrade and LED lighting upgrade. Fire Monitoring system replacement (All in progress with completion expected in August).
- NHC— Energy efficiency LED lighting upgrades and 2 boiler replacements. (August planned completion). Flooring Replacements (completed).
- Asphalt seal and repair various sites (completed in May)

Assisted Zoning with 45 on-site Plumbing inspections.

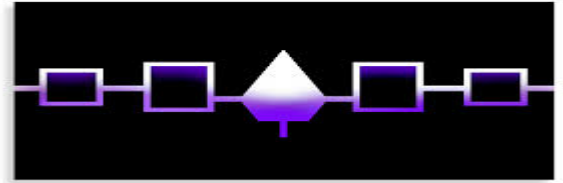
Submitted documents requested for DPW Administration operations audit.

DPW departments distributed long term incentives for 3rd quarter in accordance with the approved DPW Incentive SOP. Incentives were either gift cards or direct deposit.





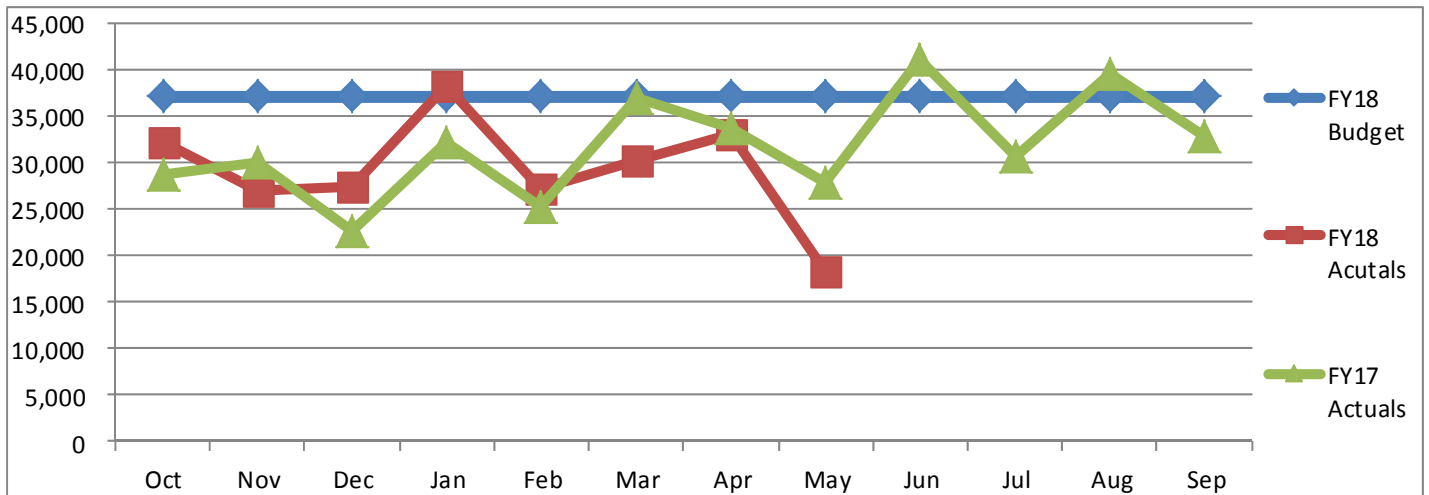
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Automotive Department

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.: 287

Projects: Archibus for Inventory and Supplies 85% complete

Vehicle Requests: 70

Fleet Detailing: 98

Detail Prep coverage for Front Desk: 13 times

Fleet Management Projects

Capex Purchases: 9 new vehicles

Vehicle Repairs (Incidents): \$37,544 (all vehicles not fixed as of this date)

Bids Out: 0

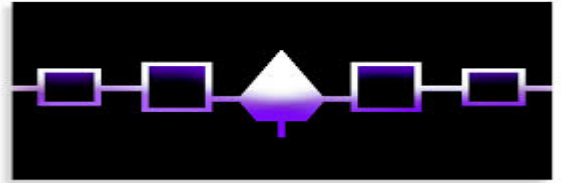




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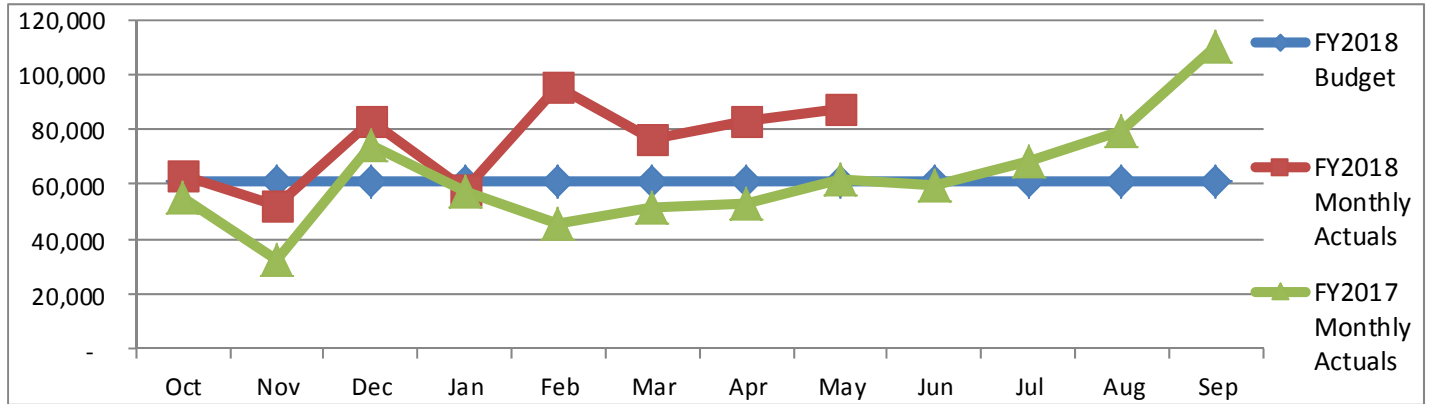
Alignment Description
Status

Community



Wells and Septic, Plumbing

Com-



Projects

mitment to Building a

Description	Status
IHS Project BE-15-J50 - Scattered Sites	8 New Applicants, 7 New HBO Sites on Beechtree Lane (no applicants yet)
New IHS Project BE-18-K34 - Scattered Sites	Starting amount of project funding of \$60,000 for 3 sites
IHS Project BE-12-G98 POWTS Improvement & Inventory	Completed 78 POWTS Evaluation Sites
HUD Projects - 16-018 Elder Village Cottages #3, #4	Completed installation of sewer & water and plumbing in
Oneida Nation Elementary School - Water Coolers	Twenty nine (29) new drinking fountains for school.
NHC - HeadStart Entrance Storm Drain Project	Install storm drain to prevent flooding

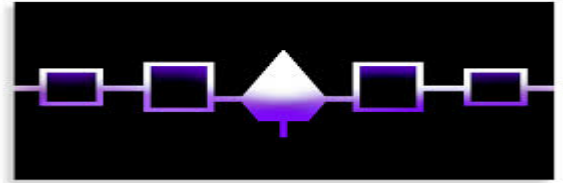
Program Alignment Summary

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 	38 Tribal Homes
Commitment to Building a Responsible Nation	Tribal Building Facilities Service Calls (This includes CHD homes)	64 Building Work Orders
Commitment to Building a Responsible Nation	Elder Services Repairs for: bathroom, leaking pipes, sump pumps, new faucets, new spigot, install shower, flooding, no hot water, filter change, well chlorination, new	36 Elder Homes

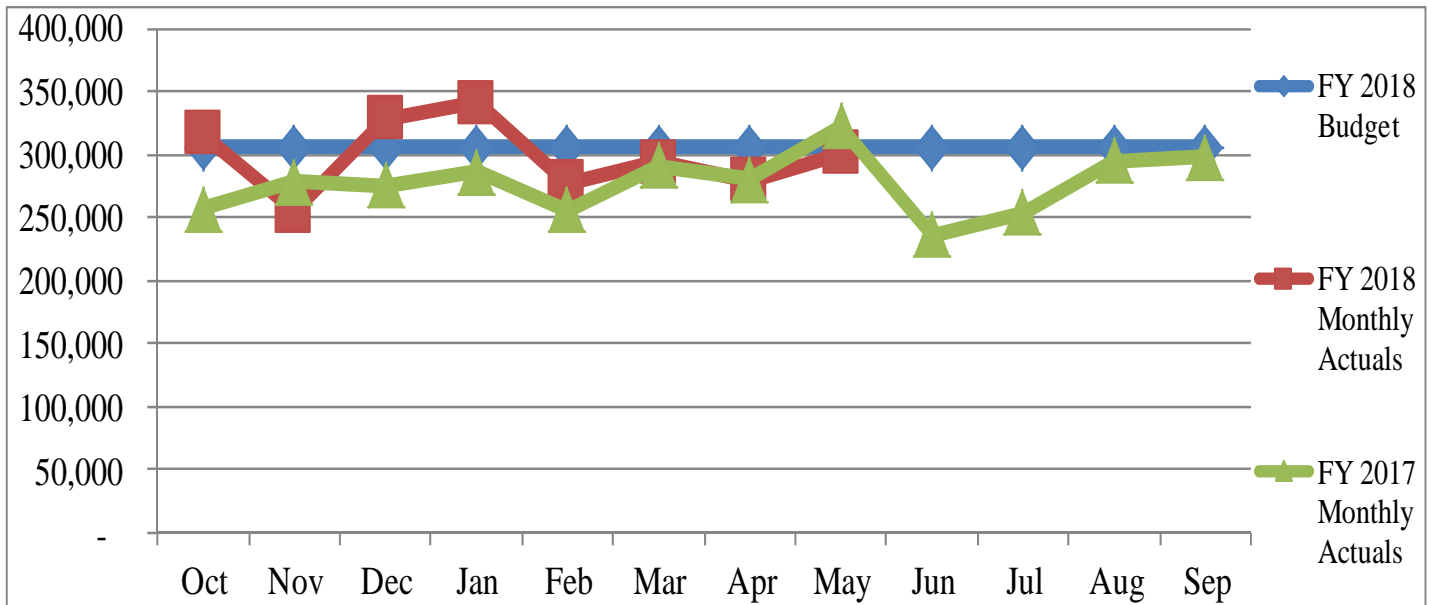




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Custodial Department



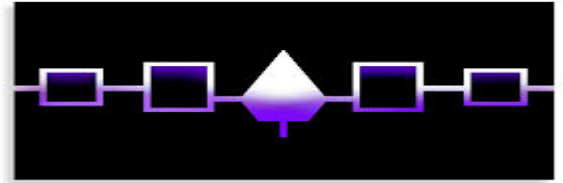
Projects/Services

Description/Project	Status
Floor Care	172 Daycare ,CEC, Cottage 1, Employee Health, Utilities and Parish Hall
Define Building Cleaning Standards	Check list have be distributed and are coming in to create data
Upgraded Equipment	More new equipment has been purchased and has helped with maintaining the floors and is more ergonomic for the employees.

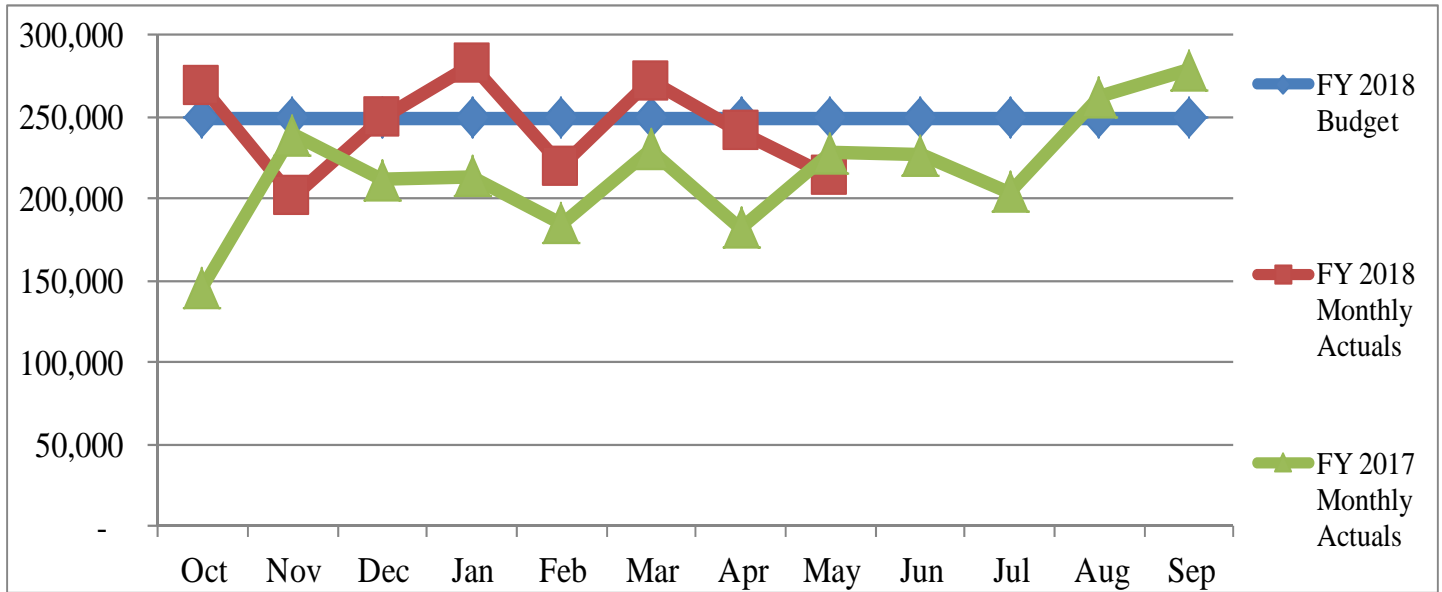




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Facilities Department



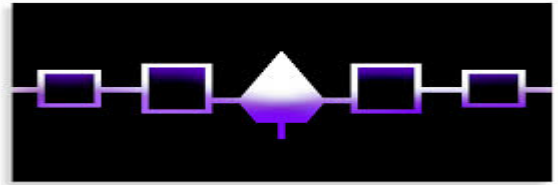
Program Alignment Summary

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.	Obtained list of priority buildings. Purchasing of Knox boxes in process.
Committing to building a Responsible Nation	Scheduling building inspections for commercial buildings to be completed throughout the year.	6 buildings completed to date and follow up with work orders is in process to address any issues identified.





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Facilities Department Work Orders Completed 1st Quarter: 648

Completed Work Orders

April 2018	May 2018	June 2018
246	371	295

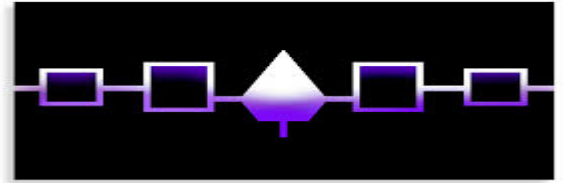
Initiatives and Projects

- ◆ NHC LED lighting on 2nd floor
- ◆ CEC LED lighting and drop ceiling installed
- ◆ Annual Pow-wow Electrical set up
- ◆ Assist with LPGA tent display installation
- ◆ Emergency Lighting at Land Management
- ◆ SSB computer Lab electrical installation
- ◆ Construct sheds for Early Headstart and Four Paths
- ◆ Automotive and Custodial Inventory system to ARCHIBUS
- ◆ Budget pricing for FY2019 capital expenditures
- ◆ Update Skenandoah access system
- ◆ Assisting with Early Head Start CIP Addition Project
- ◆ Work on ADA modifications for Turtle School restrooms
- ◆ Assist Zoning with plan reviews and HVAC inspections
- ◆ Electrical install for handicap doors at the Health Center

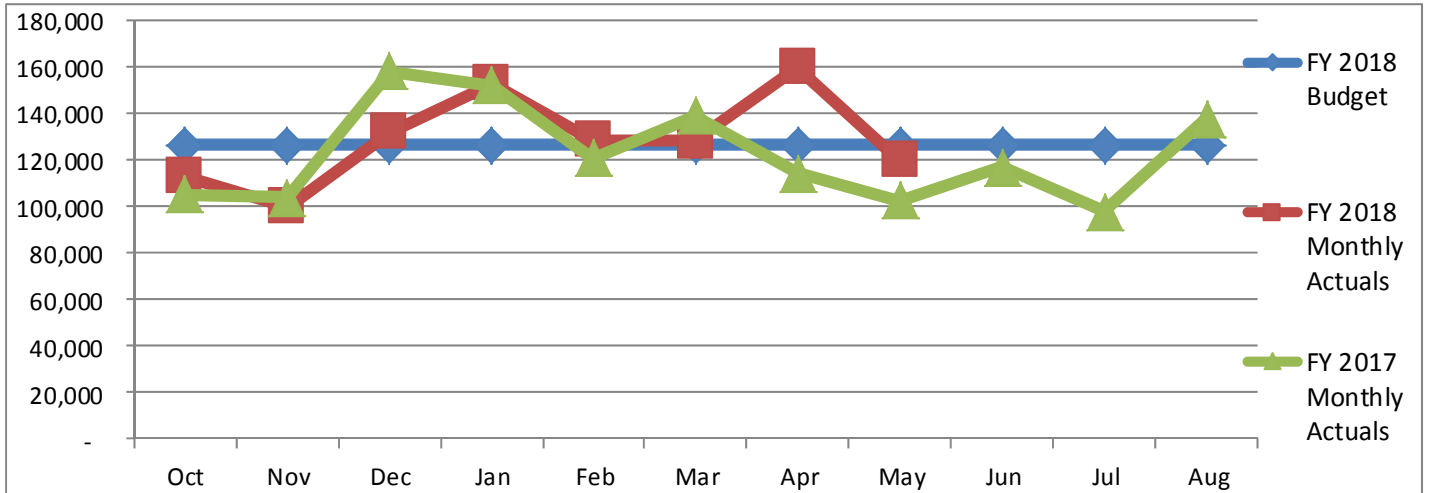




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Grounds Keeping Department



Projects/Services

Project/Services	Status
Work Orders Completed	38
Demolition	Planning and Scheduling
Snow Removal	On-going throughout April, 2018
Equipment	Lawn Mowers

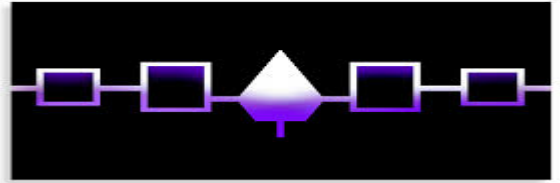
Program Alignment Summary

Alignment	Description	Status
Committing to building a Responsible Nation	Norbert Hill Center	Replace damaged and dead landscaping plants.
	Football Field	Re-sodded
Committing to building a Responsible Nation	Trucking	Assisted with gravel delivery

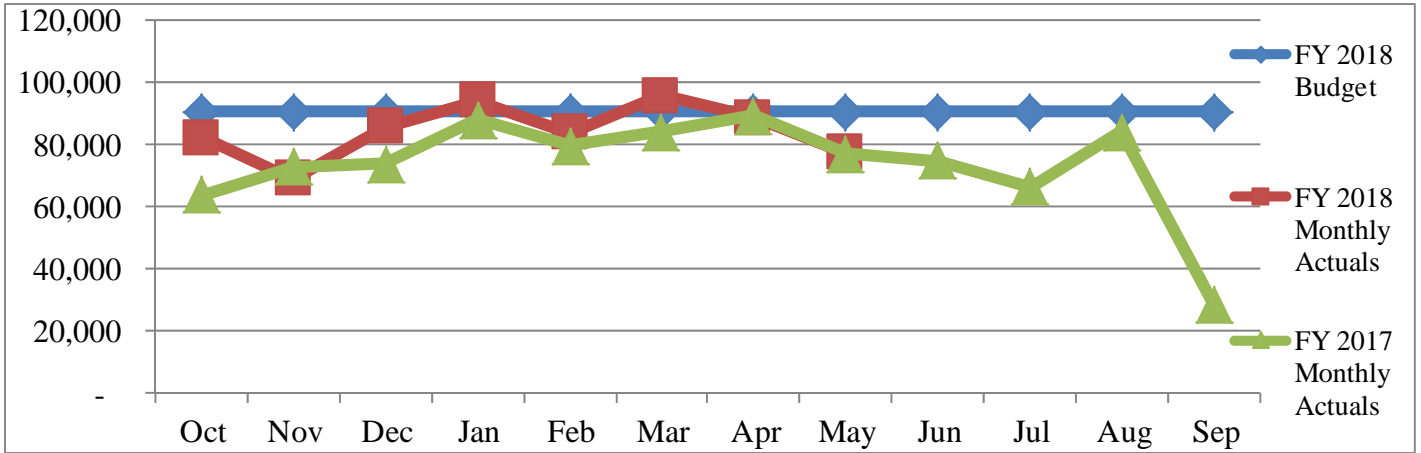




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Utilities Department



Services Provided

	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR
Work Orders Complete	72	68	76	
Locate Requests-Diggers Hotline	127	44	188	
Septic Pumping	128	148	236	
Non Payment Disconnections (April 1 st - October 31 st only)	0	0	5	
Garnishment Action 1 st Notice		31	17	
Garnishment Action 2 nd Notice		7	15	
Garnishment Action 3 rd notice and Kali Posting			15	
Disconnection Notice Letters-sent UPS		50	57	

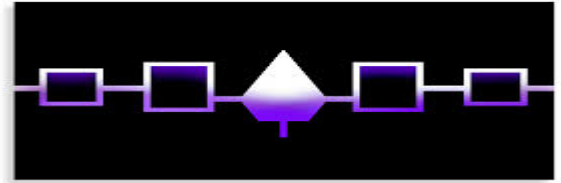
Program Alignment Summary

Alignment	Description	Completed
Committing to building a Responsible Nation	Public Water Legal Mandate/ Regulatory Compliance	EPA Required sampling and testing were completed weekly and all results were in compliance with EPA Standards and regulations for Oneida Nation's Public Water and Wastewater distribution systems





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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-Pilot test complete, waiting on Lab results from test.

Water Loss Mitigation-IHS Project BE-15-164—Project is complete with only 1 leak found.

Utility Department will make the repair in the Trailer Court.

I & I Study (Infiltration and Inflow) IHS Project BE-15-J62—Spot repair and additional lateral televising will be completed in July, 2018.

Hwy 54 Water Cap Ex Painting Project - Completed

IHS Septic Inspection Project—April 2018 We began Septic Inspections through IHS with Wells & Septic.

78 of those inspections have been completed this Qtr.

