

**TOWN COUNCIL
SPECIAL MEETING
PUBLIC WORKS DIRECTION POSITION**

July 11, 2022 5:00 p.m.

I. Opening Ceremonies

- A. Call Meeting to Order
- B. Roll Call

II. Agenda Presentation

- A. Public Works Director Position

III. Adjournment

POSITION	CURRENT BUDGET	CURRENT MONTHLY SALARY	HOURLY RATE	YEAR TO DATE	2% RAISE INCREASES - NEW MONTHLY SALARY	MONTHLY/HOURLY Y INCREASE	NEW BUDGET	TOWN PAID BENEFITS BUDGETED	YEAR TO DATE	TOTAL NEW BUDGET SALARIES AND BENEFITS	FUNDS NEEDED TO COMPLETE YEAR	REMAINING BUDGET SALARIES AND BENEFITS
MAYOR	\$15,581.03	\$1,298.42		\$7,790.52	\$1,324.39	\$25.97	\$15,736.85	\$3,682.00	\$611.58	\$19,418.85	\$8,557.91	\$10,860.94
COUNCIL	\$11,100.00	\$925.00		\$4,070.00			\$11,100.00	\$3,682.00	\$611.58	\$14,782.00	\$6,161.58	\$8,620.42
CLERK TREASURER	\$55,000.00	\$4,599.40		\$27,403.53	\$4,691.39	\$91.99	\$55,744.73	\$19,880.00	\$12,246.51	\$75,624.73	\$40,394.84	\$35,229.89
DEPUTY CLERK	\$35,152.00	\$2,929.33		\$17,575.98	\$2,987.92	\$58.59	\$35,503.48	\$24,522.00	\$10,920.79	\$60,025.48	\$28,848.29	\$31,177.19
OA/CODE ENFORCEMENT	\$7,383.17		\$15.38	\$3,983.42	\$15.69	\$0.31	\$7,450.91	\$3,682.00	\$348.24	\$11,132.91	\$442.37	\$10,690.54
PUBLIC WORKS DIRECTOR	\$45,000.00	\$3,772.72		\$26,199.38	\$3,848.17	\$75.45	\$45,725.37	\$19,880.00	\$10,571.59	\$65,605.37	\$33,660.64	\$31,944.73
PUBLIC WORKS ASSISTANT	\$39,936.00	\$3,351.96		\$20,748.41	\$3,419.00	\$67.04	\$40,625.76	\$26,749.00	\$8,894.68	\$67,374.76	\$29,408.68	\$37,966.08
PW MAINTENANCE WORKER	\$36,774.40	\$3,064.53		\$4,495.25	\$3,125.82	\$61.29	\$37,142.10	\$19,880.00	\$4,483.58	\$57,022.10	\$23,238.50	\$33,783.60
GROUNDKEEPER	\$38,569.81	\$3,214.15		\$19,609.35	\$3,278.43	\$64.28	\$38,955.50	\$19,880.00	\$9,715.81	\$58,835.50	\$29,386.41	\$29,449.09
PARKS MAINTENANCE	\$12,916.80		\$15.60	\$6,392.10	\$15.91	\$0.31	\$13,046.45	\$3,682.00	\$439.33	\$16,728.45	\$534.80	\$16,193.65
FIRE CHIEF OVERTIME	\$3,570.65	\$297.55		\$1,785.30	\$303.50	\$5.95	\$3,606.31	\$1,659.00	\$148.44	\$5,265.31	\$1,969.45	\$3,295.86
TOTALS	\$300,983.86				\$304,637.45		\$147,178.00				\$202,603.45	\$249,211.99
							\$451,815.45					\$46,608.54
												ESTIMATED REMAINING FUNDS THAT COULD BE DISTRIBUTED ELSEWHERE



**Proposed Water System Management Training
Town of Concrete**

This proposal expires on October 1, 2022

Water & Wastewater Services will provide the training and consulting to The Town of Concrete's staff (Water operator in training) for an hourly rate of \$150.00. This service will include 24 hour per day 7 day per week emergency response and consulting.



Proposed Water System Management Town of Concrete

This proposal expires on October 1, 2022

Water System Management and Services

Daily:

1. Provide 24 hours, 7 days per week emergency paging service for emergency response

3x Weekly:

1. Site visit
2. Read source meter & record
3. Inspect Reservoirs and other system equipment

Monthly:

1. Provide written report of system operation.
2. Collect WA State required routine water samples (testing fee not included)

Annually:

1. Collect any other required water samples (testing fee not included)
2. WWS will prepare the Consumer Confidence Report (yearly preparation, postage, & mailing fees not included)
3. Provide written annual report of system operations

As Needed:

1. Collect and deliver all DOH routine water analysis (testing fees not included)
2. Locates - System would be required to join Underground Utility Location Center; approx. cost \$25.00 per year
3. Flush System



Department Of Health Requirements To Be Provided By WWS On An As Needed Basis:*

1. Ensure all of the water system's daily operational and maintenance activities are completed according to acceptable public health practices and water industry standards.
2. Perform water quality monitoring, maintain adequate records and take follow-up action, if necessary, to comply with state and federal drinking water regulations.
3. Implement preventative maintenance programs; and inspect treatment and other system components for malfunctions; keep adequate records; and make needed repairs.
4. Analyze and review recording-instrument readings and laboratory tests; determine sites and causes of any malfunctions; adjust various treatment processes or other components accordingly; and maintain a record of these.
5. Implement a cross-connection control program.
6. Determine and implement remedial actions in emergencies. This includes following directives DOH issues to address the situation.

*Department of Health language required in all contracts. 1-6 included in the daily, weekly, monthly and annual services.

WWS will provide the services indicated for an annual fee of **\$39,420.00** paid in monthly installments of **\$3,285.00**. Any additional labor charges for services performed outside of the scope of work as described in the contractual duties shall be charged at the rate of **\$68.50** per hour per person plus sales tax for work performed Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Work done after hours or on weekends will be billed at **\$102.75** per hour. Work done on holidays will be billed at **\$137.00** per hour. There will be a minimum 1-hour charge for any call-out work. All materials will be billed at cost plus 20%.

Technical writing will be charged at \$70.00 per hour.

Project Management will be charged at \$100.00 per hour.

WWS maintains a \$1,000,000 liability insurance policy. WWS also provides company service vehicles as well as the emergency cell number of WWS operators.