

**LODI CITY COUNCIL  
SHIRTSLEEVE SESSION  
CARNEGIE FORUM, 305 WEST PINE STREET  
TUESDAY, MARCH 15, 2011**

A. Roll Call by City Clerk

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, March 15, 2011, commencing at 7:00 a.m.

Present: Council Member Hansen, Council Member Katzakian, Mayor Pro Tempore Mounce, and Mayor Johnson

Absent: Council Member Nakanishi

Also Present: City Manager Bartlam, City Attorney Schwabauer, and City Clerk Johl

B. Topic(s)

B-1 Present Water Plant Staffing Plan and Recommended Water and Wastewater Rate Adjustments (PW)

City Manager Rad Bartlam provided a brief introduction into the subject matter of the water plant staffing plan and rate adjustments.

Public Works Director Wally Sandelin and Deputy Public Works Director Charlie Swimley provided a PowerPoint presentation regarding the proposed water plant staffing plan and recommended water and wastewater rate adjustments. Specific topics of discussion included commissioning cycles, staffing plan methodology, overview of tasks, current operations, future operations, new positions, water treatment superintendent, plant operators, equipment mechanic, electrician, maintenance worker, administrative clerk, summary of positions, recruitment schedule and estimated costs, and facility organization.

In response to Mayor Johnson, Mr. Swimley stated commissioning of the plant occurs in about 18 months.

In response to Mayor Pro Tempore Mounce, Mr. Swimley stated those who are sensitive to chlorine may taste a difference in the water.

In response to Mayor Pro Tempore Mounce, Mr. Swimley stated the chlorine dosing is legally required as a result of the new plant.

In response to Council Member Katzakian, Mr. Swimley stated the City has been doing a low level dosing for over a year through a metering pump connected to the solution to condition the pipes.

In response to Mayor Pro Tempore Mounce, Mr. Swimley stated the current chlorine dosing will increase when the new plant comes on line per State regulations.

In response to Mayor Johnson, Mr. Swimley stated the City will still need to maintain the filters on the wells.

In response to Mayor Pro Tempore Mounce, Mr. Swimley stated there may be years when there is less water available but he does not anticipate ever having a complete dry year with no water available.

In response to Mayor Johnson, Mr. Bartlam stated he anticipates a net increase in operating positions as a part of the Supervisory Control and Data Acquisition System transfer from Electric Utility to Public Works.

In response to Mayor Pro Tempore Mounce, Mr. Swimley stated there may be some challenge in finding experienced personnel that are in high demand in the industry.

In response to Council Member Hansen, Mr. Swimley stated the superintendent is certified through a combination of education, experience, and testing through the State. Mr. Swimley stated over time staff may be able to look at internal promotional programs similar to the lineman program in Electric Utility. He stated the superintendent will be hired from the outside and the preference is a high level of experience operating a membrane facility.

In response to Council Member Hansen, Mr. Swimley confirmed the new plant in Stockton is approximately three times the size of Lodi's and there will be some competition in recruiting personnel for the plants.

In response to Mayor Johnson, Mr. Swimley stated there are retired personnel from other communities that may be interested in part-time or temporary positions at the new plant.

In response to Council Member Hansen, Mr. Swimley stated the plant will be operating at 16 hours a day when fully operational and will be automated so operators can respond as needed if something fails or reaches a certain set point.

In response to Council Member Hansen, Mr. Swimley stated security at the new plant will consist of fencing, alarms, cameras, and motion sensors.

In response to Mayor Johnson, Mr. Swimley stated currently the Electric Utility system is manned until midnight, at which time an answering service takes over.

In response to Mayor Pro Tempore Mounce, Mr. Swimley stated there may be some opportunity to transfer existing employees to the new plant.

Ed Miller spoke in support of reviewing options for privatizing the new plant operations in light of the difficult economic climate and a potential cost savings. In response to Mayor Pro Tempore Mounce, Mr. Swimley stated he is not sure of the number of agencies that privatize plant operations but he will provide that information when the matter comes back before the Council.

C. Comments by Public on Non-Agenda Items

None.

D. Adjournment

No action was taken by the City Council. The meeting was adjourned at 7:50 a.m.

ATTEST:

Randi Johl  
City Clerk



**CITY OF LODI  
COUNCIL COMMUNICATION**

TM

**AGENDA TITLE:** Present Water Plant Staffing Plan and Recommended Water and Wastewater Rate Adjustments

**MEETING DATE:** March 15, 2011 (Shirtsleeve Session)

**PREPARED BY:** Public Works Director

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**RECOMMENDED ACTION:** Present water plant staffing plan and recommended water and wastewater rate adjustments.

**BACKGROUND INFORMATION:** On October 20, 2010, Council awarded a contract for construction of the City of Lodi Surface Water Treatment Facility (SWTF). The contractor started construction on February 1, 2011 and is scheduled to complete the project in July 2012. The SWTF is the first municipal water treatment facility owned and operated by the City.

When the SWTF is commissioned, the utility will need to add staffing to accommodate the workload for operating and maintaining the SWTF and the additional duties related to operating the water distribution system under the State of California surface water rules.

Staff will provide a discussion of the proposed staffing plan, including the number and type of positions, anticipated hiring schedule, and estimated staffing costs.

Staff will also present the recommended annual water and wastewater rate adjustments anticipated for Fiscal Year 2011/12.

**FISCAL IMPACT:** Not applicable.

**FUNDING AVAILABLE:** Not applicable.

F. Wally Sandelin  
Public Works Director

Prepared by Charles E. Swimley, Jr., Deputy Public Works Director – Utilities  
FWS/CES/pmf

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**APPROVED:**

  
Konradt Bartlam, City Manager

The City of Lodi  
**Public Works**



City of Lodi  
**Surface Water Treatment Facilities  
Staffing Plan**

March 15, 2011



# Presentation Overview

- Commissioning Cycle
- Staffing Plan Methodology
- Operations (Current and Future)
- New Positions
- Schedule
- Questions



# Commissioning Cycles

- Commissioning
- Post Commissioning
- Normalization
- Optimization



# Staffing Plan Methodology

- Labor Requirements
  - Operations Tasks
  - Maintenance Tasks
- Facility Benchmarking
  - City of Kennewick, Washington (10 mgd)
  - City of Yucaipa, California (8 mgd)
- Specific to Lodi
  - Chlorine Dosing Stations
  - Transition to Surface Water Rule
  - Well SCADA Operations



# Overview of Tasks

- Treatment Tasks
  - Daily Plant Rounds
  - Membrane Operations
  - Well Operations
  - Laboratory Process Testing
  - Water Quality Sampling
  - Chemical Delivery
  - Data Entry / Record Keeping
  - Reports / Administrative Duties
- Maintenance Tasks
  - Preventative Maintenance
  - Repairs
  - Electrical / Instrumentation
  - Housekeeping



# Current Operations

- 26 Municipal Wells
- Well SCADA Operations by EUD
- State Groundwater Rule
  - Bactii -Weekly
  - VOC (DBCP,PCE,TCE, 1,1-DCE) – Monthly, Quarterly or Annual
  - Metals (Lead, Copper, etc.) Tri-Annual Basis

# Future Operations

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- 26 Municipal Wells – Chlorine Dosing Stations
  - SCADA Operations by Public Works
  - SWTF
    - 24/7 Operation Initially (Commissioning)
    - Storage and Pumping
    - Transmission Main
  - State Surface Water Rule
    - Bactii, VOC's, Metals as Before
    - Disinfection By Products
    - Chlorine Residual Monitoring (.2ppm)



# New Positions

- Water Treatment Superintendent (1)
- Water Treatment Plant Operator III (2)
- Water Treatment Plant Operator I/II (2)
- Plant & Equipment Mechanic (1)
- Electrician (1)
- Maintenance Worker I/II (1)
- Administrative Clerk (Part Time)



# Water Treatment Superintendent

- Overall Responsibility of Facility & Staff
- All Staff Report Directly to Superintendent
- Requires Grade T4 Operator Certificate
- Reports to Deputy Director – Utilities
- Mid-Management Position



# Water Treatment Plant Operator III

- Shift Operator Responsibility
- Requires Grade T3 Operator Certificate

A stylized illustration of a water treatment plant facility, including buildings and a tower, set on a green globe with a brown base. The globe is tilted and has a few water droplets falling from its bottom edge.

# Water Treatment Plant Operator I/II

- Temporary Upgrade of P&E Mechanic
- Entry Level Operations Duties
- Requires Grade TI or TII Operator Certificate
- One Position is Limited Term



# Plant Equipment Mechanic

- Performs Skilled Operational and Mechanical Maintenance Work at SWTF
- Maintains and Monitors Chlorine Dosing Stations at Well Sites

# Electrician



- Performs Skilled Work in Electrical, and Instrumentation/Control Tasks
- Skill Set Emphasis on Instrumentation
- Reports to Water Treatment Superintendent

# Maintenance Worker II

- Performs Skilled and Semi-Skilled Maintenance Work
- Will Assist Plant & Equipment Mechanic, Operators, and Electricians as Needed



# Administrative Clerk (Part Time)

- Supports Water Treatment Superintendent in Reporting and Other Administrative Duties
- Filled via Employment Service



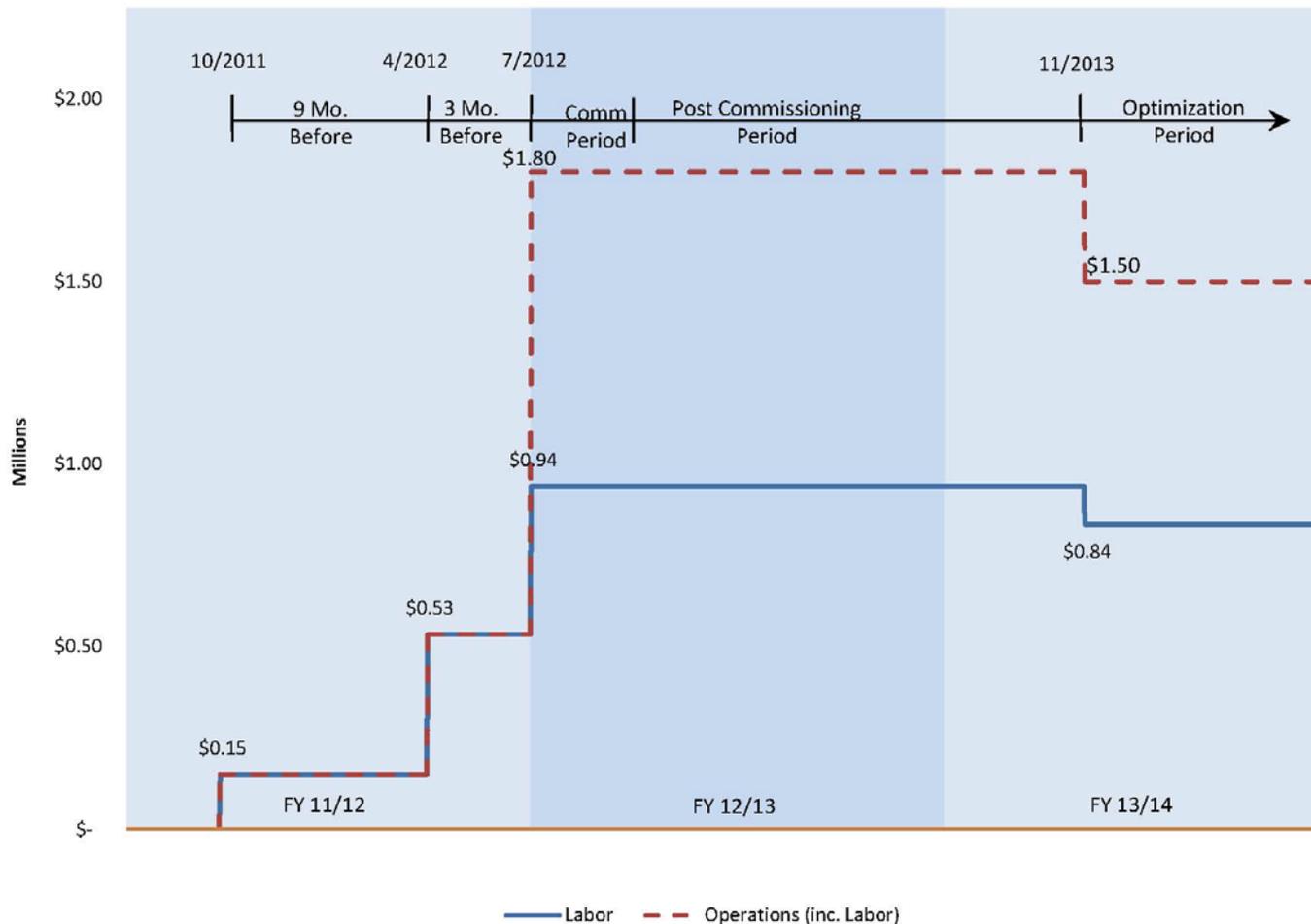
# Summary Of Positions

<b>Position</b>	<b>FTE's</b>	<b>Est. Total Compensation</b>	<b>Planned Hire Date</b>
Water Treatment Superintendent	1	\$150,000	October 2011
WTO III	2	\$110,700	April 2012
WTO I/II	2	\$103,300	April 2012
P&E Mechanic	1	\$105,400	July 2012
Electrician	1	\$140,600	April 2012
MW I/II	1	\$94,300	July 2012
Admin Clerk (Part Time)	0.5	\$21,600	July 2012
<b>TOTAL</b>	<b>8.5</b>	<b>\$939,900</b>	

# Recruitment Schedule and Estimated Costs



## Water Treatment Operations & Maintenance Costs





# Questions

# Facility Organization



## Water Treatment Plant

