

**CBU Labor-Management Committee Quarterly Report
To the Utilities Service Board
Presented June 13, 2005**

The LMC last reported to the Utilities Service Board on March 21, 2005, presenting an LMC Quarterly Report covering the period from November 2004 through March 2005. The members representing the LMC here tonight would like to update the USB on LMC activities since March.

OPS 32

OPS 32 training took place on April 26-27 and was very successful. Because the training was for 1.5 days rather than 3 the LMC saved \$1,300. Soon after the training session a free upgrade of the OPS 32 software at Dillman Road was completed with the help of Linda Gilliland. Over the next months the LMC will be looking into the acquisition of PDA's, which when fully implemented may bring about a significant decrease in the work load for operators.

Standard Operating Procedures (SOP's)

The printed and bound SOP's were presented to representatives of each plant at the June 1st LMC meeting. The LMC thanks everyone who contributed to this effort which was one of the initial goals of the LMC proposal.

Retreat

On April 15th the LMC held a retreat at the Cascade Golf Course Lodge from 8:00 a.m. to 4:00 p.m. The retreat began with a discussion with CBU Director Patrick Murphy. That was followed by a brief review and discussion of LMC mission and by-laws and accomplishments and set-backs. There was a break for an excellent lunch provided by Heavenly Hams, followed by a SWOT training by Jean Joque. The LMC then established its goals for the remainder of the year and beyond.

Safety

As in the past, safety has remained a high priority at the plants and for the LMC. Several safety training sessions have taken place during the past quarter. On March 30 Bloomington Township Fire Department along with Brian Wilson of Risk Management offered a training session on sodium bisulfite at Dillman Road. The Fire Department recommended that Dillman and Blucher Poole purchase portable showers, baby pools and scrub brushes to be more prepared for contamination emergencies.

On April 6th Brian Wilson presented a lock out-tag out training session at the T&D garage. Bloomington Township Fire Department did a training session on gas

detection on Monday, May 9, and on Thursday, May 12, a session was conducted on fall protection. Both sessions took place at Twin Lakes Lodge.

Training Opportunities

LMC sponsored training has continued to take place each month and is well attended. The training alternates between Dillman Road and Blucher Poole. The LMC arranges for a meal in conjunction with each training session.

At the May 18th meeting the LMC confirmed the schedule of training events for the next 6 months. As in the past, the topics were chosen with input from plant employees.

LMC Website

The LMC website is now complete and may be viewed at <http://www.bloomington.in.gov/egov/scripts/docs.php?path=doc&id=9163&id2=8943&linked=0&fDD=142-1062>, or go to the CBU website, click on "more about City of Bloomington Utilities, then click on City of Bloomington Utilities Labor Management Committee (LMC).

Thanks to Elissa Gutt and Rance Fawbush for their contributions to this effort!

OF NOTE

In May a team from CBU's Wastewater Treatment Plants participated in the Wastewater Olympics in Fort Wayne. The LMC is very proud of their successes! They won the Safety Division, and also the Team Spirit award. Congratulations to team members Carol Moy, Laura Brinegar, Danny McConnell and Wayne Henderson!

Jason Cox
LMC Executive Council

Danny McConnell
LMC Executive Council

**CBU Labor-Management Committee Quarterly Report
to the Utilities Service Board
Presented November 15, 2004**

The LMC last reported to the Utilities Service Board on August 9, 2004, presenting an LMC Quarterly Report covering the period April 2004 through August 2004. The members represented here tonight would like to update the USB on LMC activities since August.

Benchmarking

In August 2003, City of Bloomington Utilities participated in a nationwide survey of water and wastewater utilities to evaluate performance against similar utilities. The survey was conducted by Qualserve, a joint project of the American Water Works Association and the Water Environment Federation designed to help utilities improve their performance. In December 2003, Qualserve provided Bloomington with a report which ranked CBU by various parameters, both financial and operational. The LMC is exploring contracting with Malcolm Pirnie, and their consulting arm Red Oak Consulting, to distill the Qualserve report into useful and practical information. Once complete, the LMC will report the results to the USB.

Standard Operating Procedures (SOPs)

The work on SOPs is nearing completion. The SOPs will provide new and existing employees with a consistent source of information about plant operations. As such, the information included in the SOPs will be updated as operations at the plants change over time. The LMC has been committed to producing SOPs since its inception in 2001.

Training Opportunities

Because of ongoing interest in expanding employee training opportunities, at the end of August, the Training Subcommittee began discussing a program for regular, general training to be offered to employees. The subcommittee decided to start monthly events. LMC meetings would be separate from these events, so employees would be more likely to attend. The topics covered will by and large be those identified by employees in the July 2004 training questionnaire, including safety, computer skills, wastewater operations, etc.

The first LMC-sponsored training event was held on September 22 at Dillman Road. Twelve people attended the event. Brian Wilson, Director of Safety and Training, conducted a session on unexpected plant safety scenarios. The event was very well-received.

The LMC will sponsor training events every second Wednesday of the month alternating between Blucher Poole and Dillman Road plants. The LMC continues to believe that

actively trained employees benefit the city. Labor and management satisfaction with plant practices, including training, is critical to the well-being of the LMC and CBU.

Training Event Schedule:

2004

Blucher: October 27 – Plant Safety (Brian Wilson)

Dillman: November 10 – Electrical Safety (Steve Drake)

Blucher: December 8 – Team Building Exercises (Lisa-Marie Napoli of CJAM)

2005

Dillman: January 12 – Pumps Training (Terry Jo Fluke)

Blucher: February 9 – Lab Training, Operational Control (Jason Cox)

Dillman: March 9 – Lab Training (Craig Abbott or Doug Steury)

The LMC would like to thank Brian Wilson for his contributions to LMC training. The LMC is pleased that Brian has been able to secure general contact hours from these events for employees towards their certifications.

LMC Members

The LMC would like to welcome Tony Walden, newly elected Blucher Poole Shop Steward, to the Committee. Tony has previously served on the LMC.

Jason Cox
LMC Executive Council

Danny McConnell
LMC Executive Council