

**CBU Wastewater Treatment Plant Labor-Management Committee (LMC)
Report to the Utilities Service Board**

The LMC last reported to the Utilities Service Board on May 31, 2006. This report highlights important LMC activities and accomplishments from June 2006 through February 2007. The LMC did not meet during the winter holidays.

Safety Training:

Brian Wilson of Risk Management has continued his safety instruction for the Utilities Department since the last LMC report. The safety events have included the following topics: Blood Borne Pathogens, MSDS Right-To-Know, Hazard Communication, Fire Extinguisher Use, Personal Protective Equipment, Hearing Conservation, Lock Out/ Tag Out, Mower Safety, and Fall Protection/Safety Harnesses.

In addition, Brian has coordinated monthly walk-through safety inspections at both the Blucher-Poole and Dillman Road Wastewater Treatment Plants to reduce safety hazards to employees. Both plants have passed each inspection satisfactorily.

Subcommittee Restructuring:

In the spring of 2006, the LMC approved the restructuring of the subcommittee process, creating three standing subcommittees, Operations, Safety and Training, and Communications. This reorganization has encouraged greater employee involvement in wastewater treatment plant operations, allowing subcommittees more autonomy in deciding plant issues. To encourage conducting more business through the subcommittee structure, the full committee agreed to move from meeting bi-monthly to once at the beginning of each month, allowing the subcommittees to convene during the third week of the month, previously allotted for the second, monthly LMC meeting. City Training Manager Jean Jocque instructed the subcommittee co-chairpersons how to conduct effective meetings to aid in this process. The subcommittee membership list follows this report.)

LMC-Sponsored Trainings:

The LMC hosted several events to provide plant employees with training opportunities. As in the past, these events featured speakers from Risk Management, CUD plant management, and area vendors. Events included a safety scavenger hunt, a unit on workplace fire safety, electrical line safety awareness, trenching/ shoring safety, sanitation, driving/loading safety, sludge removal, and general treatment plant safety.

Diana Hoffman has continued providing computer training to WWTP employees. Plant employees have finished the required, basic course requirements and attained a level of proficiency, fulfilling the LMC's mandate for employees to have a minimum level of computer competency. Diana has provided a wide array of course offerings, catering to the needs and personal interests of employees. Courses have included instruction in PowerPoint, Page Maker, Word, and Excel. In addition, the WWTPs have purchased

copies of typing software to provide employees the opportunity to develop keyboarding skills during their scheduled breaks.

Operator Certification Program:

The LMC continued to support the Plant Operator Certification program whereby all plant operators are required to be certified by the State of Indiana within one year of employment. Employees who attain or upgrade certification status are compensated monetarily. Dillman Operators Donnie Anderson and Laura Jane Brinegar passed state exams for the Class II certification and Ms. Brinegar obtained a Commercial Driver's License certification as well. Operator Tammy Brown was certified as a Class I Operator.

LMC-Membership:

Janie Brinegar has joined the LMC membership, replacing Kevin Williams, and she will complete the rest of his term on the committee. The LMC looks forward to working with both Janie and Kevin in the future.

5th Year Anniversary Event

The LMC will commemorate its fifth year anniversary by holding a charity bowling event in May. CUD management will coordinate a press release with the Mayor's office to recognize the committee's achievements and publicize the charitable event. The LMC is currently seeking corporate sponsorship and citywide government support. Since we are still in the planning stages, we will provide the USB with additional information as it develops.

Employee involvement in Blucher Poole upgrades

During the summer of 2006 the Operations Committee held a pre-design meeting with Black and Veatch Engineering to discuss operational goals for the Blucher Plant prior to commencement of planned upgrades. Operators offered suggestions and information regarding concerns about the pending upgrade which were considered during design. Operations personnel have also participated in two planning sessions regarding design of the SCADA (Supervisory Control and Data Acquisition system) which will be used by operators to monitor and adjust operating conditions at the renovated facility.

Savings from plant projects

The LMC has expressed some concern regarding the availability of its budgeted funds, particularly to finance travel for training purposes. Therefore, the committee has asked the plant managers to begin recording the aggregate savings that have accrued from in-house repairs made possible by training conferences. We will forward this information to the USB as it becomes available.

October 2006, annual employee survey and results

It is apparent that most employees took this year's survey seriously and provided thoughtful responses. This, in itself, demonstrates a continuing interest in and support for the LMC process.

On making progress in reaching its original (2001) goals, the LMC received scores from a low of 5.2 (developing and implementing computerized maintenance) to a high of 8.4 (providing computer training). With scoring options of zero to ten, the survey indicates that the LMC has made considerable progress since its inception in reaching all of its original goals.

The overall thrust of suggested priorities for the coming year indicates that the most important issues for plant employees relate to various aspects of communications and training. The LMC should find ways to address as many of these concerns as possible, within the limits of its mission and by-laws. A survey summary is attached to this report.

2006 Annual training retreat summary

The LMC held its annual training retreat in May 2006. Director Murphy opened the meeting by stressing the importance of the LMC to the Utilities Department administration. He praised the committee's accomplishments in the areas of training, morale improvement and maintaining open lines of communication with managers.

Jean Joque of the City of Bloomington Employee Services Department conducted a session on team building. LMC members devoted considerable time to identifying successes and failures from the preceding year as well as goal setting for the remainder of 2006 and 2007.