

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
12/21/15

**Members Present:**

Joe Ryan (via phone until entering at 3:39)  
Brad Hodges  
Mike Vore

**Ex-Officio Members Present:**

Tom Jiminez  
Mike Schrock

**Others Present:**

Chad Coon  
Crystal Breuklander  
Doug Hunt  
Ken Allsup  
Brad Klein  
Steve Brush  
Kim Foster

A motion was made by Brad Hodges and 2<sup>nd</sup> by Mike Vore to approve the agenda as presented. The motion carried with all members voting yes.

A motion was made by Joe Ryan to approve the minutes of the 11/20/15 regular meeting and 12/11/15 special meeting. The motion was 2<sup>nd</sup> by Brad Hodges. The motion carried with all members voting yes.

The attached vouchers totaling \$252,914.39 were presented for approval as well as Financial Statements. A motion was made by Mike Vore to approve the vouchers for payment and accept the Financial Statements. The motion was 2<sup>nd</sup> by Brad Hodges. The motion carried with Vore and Hodges voting yes and Ryan abstaining as he was unable to view the list of payables.

1. The next agenda item was Customer Forum. There were no items presented.
2. The next agenda item was Discussion of Wastewater Operations. The group was updated about the RFQ's that had been received for review for wastewater facilities evaluation and expansion alternatives. They were also updated on staffing within the wastewater department. There had been a resignation recently and the matter of how to fill that vacancy was discussed. Also discussed was the matter of how that vacancy would affect the funding the City allots to the water department. Crystal provided a breakdown to the group illustrating this issue. Crystal also provided a brief quarterly financial review with regard to the 28E.
3. Approve acceptance of the annual financial report for fiscal year 2014-2015 as prepared by Hunt & Associates, P.C. was the next agenda item. Doug Hunt, Hunt & Associates, was in attendance to present the findings of this audit. There was a question about future

liability within IPERS that was addressed by Mr. Hunt. Motion by Mike Vore to approve audit as received. Joe Ryan second the motion. Ayes all, motion carried.

4. Next on the agenda was a presentation on water meters. Brad Klein, Steve Brush, and Kim Foster, all representing Ferguson Waterworks, were in attendance to give the presentation on Neptune water meters and Ferguson as a performance distributor who would be able to also provide installation as well as supply the meters. They provided a variety of information that included some general dollar amounts and theoretical timelines for installation. The Board was able to ask questions and get answers for those questions. There was no action taken by the Board.
5. Consideration and discussion of professional services agreement with Garden & Associates LTD., for Hwy 23 water main replacement was next on the agenda. Chad presented the group a copy of the agreement that had been drafted by Garden. Chad explained the need to move forward with this project due to the increasing number of water main breaks that are occurring along the stretch of main from 17<sup>th</sup> Avenue East and South 17<sup>th</sup> Street to the 12<sup>th</sup> crossing under Highway 23 and the railroad tracks. The agreement was in an amount not to exceed \$13,000. There was discussion amongst the group about what this would do to the Carbonado Road project. Chad explained that it would push back the Carbonado project based on available funding. Motion by Brad Hodges and second by Mike Vore to proceed with entering into the engineering agreement for Highway 23 with Garden & Associates. Ayes all, motion passed.
6. The next agenda item was Consideration and discussion of Oskaloosa Municipal Water Department employee manual. Section 2 Employment Policies, subsection L, Probationary Period. Chad explained that during preparation of the new employee manuals for distribution to staff an error was detected that needed to be addressed by the Board of Trustees. The number of days in the noted section needed to be changed from ninety (90) to one hundred eighty (180). Motion by Mike Vore and second by Joe Ryan to change the wording from ninety (90) days to one hundred eighty (180) days in Section 2 Employment Policies, subsection L, Probationary Period. Ayes all, motion passed.
7. General Manager's Update was next on the agenda. Dates for upcoming Board meetings was discussed for budget workshops and approval of any budget amendments and the FY 2016-2017 budget. It was determined that January 4, 2016 at 1:30 PM would work for a budget workshop, while the Public Hearing portion would be held January 11, at 3:00 PM. Chad was instructed to bring monthly billing as well as on-line bill pay information for the Board to consider to the workshop.
8. Miscellaneous was the last agenda item. Chad updated the Board on the five leaks that had occurred in the last month and their locations.

There being no further items to discuss, it was moved by Mike Vore and second by Joe Ryan to adjourn.

ATTEST

Meeting Adjourned 4:49 PM

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Mike Vore – Chairman

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Brad Hodges– Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday December 21, 2015 at 3:00 PM with board members Vore and Hodges present, Board member Ryan was on the telephone for the beginning of the meeting. He entered the meeting in person at 3:39 PM. The agenda was approved as presented. All members voting aye. Minutes of the 11/20/15 regular meeting and 12/11/15 special meeting were approved as presented, all ayes. Invoices were approved for payment with the following vote; Vore and Hodges yes, Ryan abstain due to lack of ability to inspect the invoices while on the telephone.

Following Warrants Allowed: (see attached sheet)

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The first item on the agenda was Customer Forum. There were no items presented.

The next agenda item was Discussion of Wastewater Operations. There was no action taken by the Board of Trustees.

Approve Acceptance of the Annual Financial Report for Fiscal Year 2014-2015 as Prepared by Hunt & Associates, P.C. was next on the agenda. Motion by Vore and second by Ryan to accept the audit as received. Ayes all, motion carried.

The next agenda item was a presentation on water meters. There was no action taken by the Board of Trustees.

Consideration and discussion of professional services agreement with Garden & Associates, LTD., for Hwy 23 water main replacement was next on the agenda. Motion by Hodges to proceed with engineering agreement with Garden & Associates. Second by Vore. Ayes all, motion passed.

The next agenda item was consideration and discussion of Oskaloosa Municipal Water Department employee manual. Section 2 Employment Policies, subsection L Probationary Period. Motion by Vore and second by Ryan to change the wording from ninety (90) days to one hundred eighty (180) days in the specified section. Ayes all, motion carried.

The next two items, General Manager's Update and Miscellaneous saw no formal action taken by the Board of Trustees.

The amended item, Consideration and Discussion of General Manager's Pay as Related to 28E Agreement with the City of Oskaloosa was tabled until the December meeting.

Motion to adjourn the meeting by Vore and second by Ryan at 4:49 PM. Ayes all, meeting adjourned.

Brad Hodges, Secretary