

OSKALOOSA WATER BOARD
REGULAR MEETING
4/18/16

Members Present:

Jason Carter
Brad Hodges
Mike Vore
Kevin Tacke
Joe Ryan

Ex-Officio Members Present:

Mayor Krutzfeldt (entered at 3:05)
Tom Jiminez
Mike Schrock

Others Present:

Chad Coon
Crystal Breuklander
Jack Pope

A motion was made by Brad Hodges and 2nd by Joe Ryan to approve the agenda as presented. All ayes, motion carried.

A motion was made by Mike Vore to approve the minutes of the 3/21/16 regular meeting. The motion was 2nd by Kevin Tacke. The motion carried with all ayes.

The attached vouchers totaling \$346,128.31 were presented for approval as well as Financial Statements. A motion was made by Brad Hodges to approve the vouchers for payment and accept the Financial Statements. The motion was 2nd by Mike Vore. The motion carried with all members present voting yes.

1. Customer Forum was the next agenda item. There were no items presented.
2. Next was the discussion of wastewater operations. Chad updated everyone about what had been happening. There was discussion about forming a committee for keeping the group up-to-date on the requirements of the 28E. Kevin Tacke, Tom Jiminez, Mike Schrock and Chad Coon were selected to represent the various entities. Chad was instructed to gather dates that would work for holding a few meeting from those involved. There was no formal action taken by the Board.
3. Next on the agenda was consideration and discussion of billing for Red Carpet Inn. There were no representatives in attendance for Red Carpet Inn. There were no motions made for action by the Board of Trustees.

4. Next was a public hearing for the Carbonado Road Water Main Replacement project. Motion by Mike Vore to open the public hearing at 15:40. Second by Jason Carter. Chad informed the Board that he had received no comments
5. Consideration and discussion of awarding tabulated bids for Carbonado Road Water Main Replacement was next on the agenda. Jack Pope, Garden & Associates, was in attendance to present the bid tabulation and recommendation to the Board of Trustees. Jack indicated that DeLong Construction was the low bidder for this project with a bid of \$401,305.00, all of the proper paperwork and bid bonds, and had a history of good performance on other projects. The listing of bids received is as follows:

DeLong Construction:	\$401,305.00
Morris Enterprises Inc:	\$443,023.25
Cornerstone Excavating:	\$443,281.25
TK Concrete:	\$549,470.00

There was discussion amongst the group about what policies were in place for contingencies and change orders. Jack asked OMWD who would be providing inspection services for this project. Would OMWD provide the inspector or did they wish to hire Garden for this service. There was discussion amongst those present about how to proceed. Chad stated that he would reach out to a couple of people and see if they would be interested in doing this work for OMWD and get back to Jack with an answer. Motion by Mike Vore to accept the bid from DeLong Construction in the amount of \$401,305.00 with a start date of no later than June 1, 2016, with a \$25,000.00 contingency for change orders. Second by Joe Ryan. Ayes all, motion passed.
6. The next agenda item was Consideration and discussion of job description for Seasonal Maintenance Worker position. Chad presented the job description to the group for the seasonal maintenance worker position. There was some discussion about what this position would do and how long they would be employed. Motion by Kevin Tacke and second by Brad Hodges to approve the job description. Ayes all, motion passed.
7. The next item that was discussed was opening up a position for a seasonal maintenance worker. Discussion by all about how this position would be split, if at all, between water and wastewater, and further discussion about the need for this position and what duties would be expected. Motion by Brad Hodges and second by Mike Vore to approve the Seasonal Maintenance Worker position, with the understanding that it would be primarily used within wastewater. Ayes all, motion passed.
8. Next was the General Manager's Update. Chad talked to the Board about moving forward with the online bill payment feature on the City's website. There was discussion about wanting a specific pay button on the main page and the need to have CivicPlus design this button at a non-expedited pace. There was also discussion about having the

Dickinson Law Firm review the rules and regulations as provided by Tyler Technologies and adding them to the website for online payments. Chad was further instructed to have the necessary policies changes brought to the Board for approval before anything was activated. Chad updated the Board on the progress for installing water main along Highway 23 and that the Iowa DOT had issued the permit and that it was planned to start installing the new main the week of May 2nd. He also stated that the water main for the Reserves at Ironwood was installed, and had passed pressure and bacteriological testing and had been activated. Chad then presented information on how many meters had been changed out from July 1, 2015, until December 31, 2015, and then also how many had been changed out since the first of this year. Chad then also discussed briefly the unaccounted water issue. Chad was instructed to talk with other communities and ask how they deal with their water loss and how they account for everything.

9. Miscellaneous was the last agenda item. Chad informed the Board that there had been no leaks in the last month.

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

ATTEST

Meeting Adjourned 4:41 PM

Mike Vore – Chairman

Brad Hodges– Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday April 18, 2016 at 3:00 PM with board members Carter, Hodges, Ryan, Tacke, and Vore present. The agenda was approved as presented. All members voting aye. Minutes of the 3/21/16 regular meeting were approved as presented, all ayes. Invoices were approved for payment, ayes all.

Following Warrants Allowed: (see attached sheet)

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.

Consideration and discussion of billing for Red Carpet Inn was next on the agenda. There was no action taken by the Board of Trustees.

Next was the public hearing for the Carbonado Road Water Main Replacement project. Public Hearing was opened at 15:40 with a motion from Vore and a second from Carter. There were no comments received either written or oral. Public Hearing was closed at 15:41 with a motion from Vore and a second by Hodges.

Next on the agenda was to award bids for the Carbonado Road Water Main Replacement.

Tabulated bids were received and are reported from lowest to highest;

DeLong Construction:	\$401,305.00
Morris Enterprises Inc.:	\$443,023.25
Cornerstone Excavating:	\$443,281.25
TK Concrete:	\$549,470.00

Motion by Vore to accept the bid from DeLong Construction in the amount of \$401,305.00 with a start date of no later than June 1, 2016, with a project contingency of \$25,000 for change orders. Second by Ryan. Ayes all, motion passed.

Next was consideration and discussion of a job description for a seasonal maintenance worker. Motion by Tacke and second by Hodges to approve the job description as presented. Ayes all, motion carried.

Consideration and discussion of job opening for seasonal maintenance worker was next on the agenda. Motion by Hodges to authorize the seasonal maintenance position primarily for wastewater operations. Second by Vore. Ayes all, motion passed.

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

Motion was made for adjournment by Carter. Hodges second the motion. Ayes all, meeting adjourned. 5:14 PM.

Brad Hodges, Secretary