

OSKALOOSA WATER BOARD
REGULAR MEETING
10/17/16

Members Present:

Jason Carter
Brad Hodges
Dan Nance
Kevin Tacke (arrived 15:09)
Mike Vore (via phone)

Others Present:

Chad Coon
Crystal Breuklander
Ken Allsup

Ex-Officio Members Present:

Mike Schrock
Mayor Krutzfeldt

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

A motion was made Brad Hodges to approve the minutes of the 9/19/16 regular meeting. The motion was 2nd by Mike Vore. The motion carried with all ayes.

Board member Kevin Tacke entered the meeting after approval of the minutes and before approval of invoices and financial statements was considered. The attached vouchers totaling \$379,994.03 were presented for approval as well as Financial Statements. A motion was made by Brad Hodges to approve the vouchers for payment and to also approve the Financial Statements. This was second by Kevin Tacke. The motion carried with all members voting yes.

1. Customer Forum was the next agenda item. There were no items presented to the Board of Trustees.
2. Next on the agenda was discussion of wastewater operations. Plant operations were discussed as well as budgeting for the upcoming year and some capital projects that are budgeted for the current year. The discussion then turned towards budgeting for a lead position on the wastewater side to assist the general manager with day-to-day duties. Chad informed the group that as part of the budgeting process he had looked at starting this position mid-year as he was already behind with duties related to the 28E agreement for operations. After some intense discussion, Chad was instructed to look at the FY 17-18 budget for this position and not to include it in the amended FY 16-17 budget. Further, he was to delegate work to current staff while assessing who within current staff would be able to assume this type of leadership position. He was also instructed to gather

more information about how to move forward and to explore ways to get this accomplished with current staff.

3. Consideration and discussion of pay application #4 for DeLong Construction was the next agenda item. Chad presented the pay application and supporting documentation to the Board showing that a total of \$400,010.00 of the contract has been completed. There was discussion about the change in type of construction method from open cut to directional drilling for the last ½ of the project that increased material costs for pipe, but decreased related expenses for driveway and road repair. Chad informed the group that the overall costs would still be within contracted limits. There was a question about rating the contractor based on job performance and then saving that document for future use. It was explained that OMWD currently relies on the engineers hired for design and execution of the contract documents to assist as they have a much larger experience with a variety of contractors and projects much larger than what OMWD could provide on a year over year basis. Motion by Brad Hodges to approve pay application #4 in the amount of \$81,803.83 to DeLong Construction. Second by Jason Carter. Ayes all, motion passed.
4. Consideration and discussion of renewal for Delta Dental policy. Chad presented the renewal information to the Board. As OMWD was able to return to a 4 tiered policy, there was a savings to be shown for the upcoming year. This considered that fact that individual prices were increasing, but as a result of going from a 2 tier to a 4 tier policy, there would be a savings of \$1900 per year. Motion from Kevin Tacke to renew the Delta Dental policy with a 4 tiered structure. Second by Brad Hodges. Ayes all, motion passed.
5. Next on the agenda was consideration and discussion of updating OMWD Rules and Regulations. This item was tabled the previous month. Chad and Crystal presented the updated version of the rules and regs to the group. They discussed the changes that had been made from the previous version and pointed out specific areas for the Board to consider. Section 2.10 was discussed specifically regarding payment arrangements for customers. Jason Carter made a motion to change the wording to state that staff have the ability to go out up to 60 days in an amount up to \$1000 for payment arrangements. Dan Nance second the motion. Ayes all, motion carries. Next there was discussion about section 2.9. This section gave the OMWD GM or his/her designee the ability to adjust charges on a case-by-case basis. Motion to strike this section was made by Kevin Tacke and second by Dan Nance. Ayes all, motion passed. There was then a discussion about section 2.20. Chad informed the Board that the old fee of \$120 was being raised to \$350 and was cost justified due to there now being 5 Board members who would be paid plus the cost of publication for a special meeting. Dan Nance asked about separating out the section that related to public records requests and that we site state code for the charges.

Dan then made a motion for this issue. Motion to separate out Public Records Request Fee as its own sub-section and to site State Code for fees. Second by Kevin Tacke. Ayes all, motion carried. The discussion continued about the updates to the rules and regs. It was determined that Chad would track the changes and then present all of them as well as the three passed motions to the lawyers for updating and presenting a final draft document for Board approval.

6. General Manager's Update was next on the agenda. Chad presented the information that was included in the Board's meeting packet. There was no action on this item.
7. Updates from members of the Board of Trustees was the next agenda item. There was a question about the new sign for the Water Department office and when it would arrive. Crystal informed the group that the sign had arrived damaged and had been rejected and was being redone. There was a question about the fluoride feed start-up at the water treatment plant. Chad informed the group that the part had been ordered and he was awaiting word from the electrician as to its availability. Chad was instructed to put a priority on getting it installed so further testing could be done. Mike Vore and Chad discussed providing a status report to the City Council at the Council's November 21 meeting for the 28E agreement.

There being no further items to discuss, it was moved by Jason Carter and second by Brad Hodges to adjourn.

ATTEST

Meeting Adjourned 4:57 PM

Mike Vore – Chairman

Kevin Tacke– Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday October 17, 2016 at 3:00 PM with board members Carter, Hodges, Nance, and Vore (via phone) present. The agenda was approved as presented. All members voting aye. Minutes of the 9/19/16 regular meeting were approved as presented, all ayes. Tacke joined the meeting at point in the agenda. The time was 3:09 PM. Invoices and financial statements 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 to the Board of Trustees.

The next agenda item, Discussion of wastewater operations was discussed by the Board and Ex-Officio members. There was considerable discussion on this topic, but no action was taken by the Board.

Next on the agenda was consideration and discussion of pay application #4 for DeLong Construction. Motion to approve pay application #4 in the amount of \$81,803.83 for DeLong Construction was made by Hodges and second by Carter. Ayes all, motion carried.

Next on the agenda was consideration and discussion of renewal for Delta Dental policy. With an annual savings of \$1900 to be realized, motion by Tacke and second by Hodges to renew the Delta Dental policy with a 4 tiered policy. Ayes all, motion passed.

The next agenda item was consideration and discussion of updating OMWD Rules and Regulations. Carter made a motion to change the wording to state that staff have the ability to go out up to 60 days in an amount up to \$1000 for payment arrangements. Nance second the motion. Ayes all, motion carries. Motion to strike section 2.9 was made by Tacke and second by Nance. Ayes all, motion passed. Motion to separate out Public Records Request fee section from 2.20 and site State Code was made by Nance and second by Tacke. Ayes all, motion passed. There were other items that were discussed by the Board and recommendations that the GM will take to legal counsel before issuing a final draft for Board approval.

There was no action taken on the next two agenda items.

Motion was made for adjournment by Carter, Hodges second the motion. Ayes all, meeting adjourned. 4:57 PM.

Kevin Tacke, Secretary