

WATER BOARD OF TRUSTEES
Regular Meeting
March 20, 2017
3:00 PM
Location: 1208 South St.

Agenda

1. Approve Agenda.
2. Approve minutes of the February 21, 2017 regular meeting.
3. Approve invoices and Financial Statements.
4. Customer Forum.
5. Consideration and discussion of high water bill for 412 North A Street.
6. Consideration and discussion of high water bill for 6 Oak Creek Village
7. Discussion of wastewater operations.
8. Consideration and discussion of annual property and casualty insurance.
9. General Manager's update.
10. Updates from members of the Board of Trustees.
11. Adjourn.

INFORMATION CONCERNING AGENDA ITEMS:

Agenda Item #4

Chair – Please read this statement to the audience.

“This is the item reserved to receive comments from the community, our customers, for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Water Board of Trustees and asked to keep statements brief. Any questions are to be asked of the Water Department staff and Board of Trustee members prior to speaking to the full Board of Trustees so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Board of Trustees only.”

At this time, there have been no formal requests to address the Board.

Agenda Item #5

Melissa Stoll, 412 North A Street, will be in attendance to discuss a recent bill that she received. The information regarding consumption will be available in hard copy at the meeting with your packets. According to the information available at this time, during the month of December there was a garden hose that was still attached to a hose spigot that had frozen and split causing the customer to use more water than normal. The landlord was notified of the leak and stopped to turn off the water. The customers were not home at the time of the break and were notified by the landlord. The City considered the request for sanitary sewer reduction at their meeting March 6, 2017, and provided a 50% reduction in the sewer portion.

Agenda Item #6

Donna Saner, 6 Oak Creek Village, will be in attendance to discuss a recent high bill. She recently experienced a plumbing leak under her manufactured home that resulted in a high bill through two billing cycles. The City Council considered a sanitary sewer bill reduction at their March 6, 2017 meeting and appear to have tabled any action. Ms. Saner has requested a payment agreement for the high bill. The amount of the arrangement is beyond the limits of what OMWD staff are able to provide so Ms. Saner will need the Board to determine how to proceed.

Agenda Item #7

Matt Van Wyk has been promoted to Collection System Supervisor on the waste water side of our operations. He started in that official capacity on March . Over the course of the last few months he has spent a considerable amount of time assisting waste water staff to develop and refine their SOPs and equipment assessments. Those projects are done are being used to evaluate machinery for needed repairs or replacement. Staff have also worked to determine how they will be addressing the jetting and televising of the storm and sanitary systems.

There was a meeting during the week of March with representatives of HR Green to discuss the status of the GIS/GPS project for storm and sanitary. The sanitary system has been shot with the exception of 160 manholes that are either buried under asphalt or in the middle of a field. HR Green

has shot approximately 1300 structures in the storm collection system and they are estimating that this accounts for about 1/3 of the overall total once they were able to pop intakes and manholes. HR Green is going to continue to work and our staff is going to go out ahead of them to try and ensure that intakes are not plugged with leaves and debris so that HR Green is able to make the most use of the working days that they have left.

The annual bio-solids report has been filed with the EPA and Iowa DNR.

The City awarded the bid for the 2017 Storm and Sanitary Improvement Project to Drish Construction out of Fairfield. The engineer's estimate was \$2.1M and the winning bid came in at \$1.9M. There is a pre-construction meeting set up for the week of the .

Garden has started engineering the sanitary work for South Street and plans to have that work done in time to present it to the City Council for their April meeting to approve plans and specs.

Agenda Item #8

Anderson Insurance Services has the lone proposal this year. The quote for our insurance for property and casualty is \$57,706 plus an additional \$370 if you choose to also pick up the terrorism policy. This is a little higher than last year, but we did sustain some losses with our waste water operations. It is staff's recommendation to approve the quote from Anderson Insurance Services.

Agenda Item #9

There was one leak on our main this last month that was fixed and one on a service line. The main leak was on North Street and I Avenue East and it was a crack on a 6" main. The service line leak was noticed by HR Green when performing GIS work. A service on North had a hole in it and was right next to the homeowner's sewer lateral and going directly into the lateral, never surfacing. It was estimated at approximately 20 gallons per minute, and over the course of a year would account for nearly 10,000,000 gallons of lost water.

We are waiting for the construction permit to arrive from the DNR to begin installing the new water main on South F Street. The pipe and fittings are here and staff are ready to go as well.

Agenda Item #10

This is an item for members of the Board to provide updates or request future agenda items.

(For organizations having less than 51 FTE employees and \$10 Million in sales)



Data Theft Risk Management and Insurance

Organizations are at risk of having a data breach on multiple fronts — negligence, a rogue employee, stolen equipment, or a network security failure. If the proper insurance protection is not secured before a data breach occurs, the future of the business could be in jeopardy due to extensive recovery and reimbursement costs as well as damage to its reputation.

Core Cyber provides organizations the expert assistance and financial relief needed to confront a data breach head on. With a host of value-added consultancy services available before, during and after a data breach incident; and financial assistance in the event a covered breach occurs, Core Cyber is the comprehensive solution organizations need to ensure a data breach incident does not challenge their future.

Program Highlights:

Prevention

- Mobile security app (for ios and Android devices)
- Computer Vulnerability Scans (Internal)
- Unlimited Access to Employee Education Modules
- Risk Assessments, Written Policies/Templates, Incident Response Plan
- Keystroke Encryption Software
- Loss Mitigation / Event Management including Law Firm/Breach Coach, PR Firm, Forensics, Consumer Notifications and Consumer Remedies for identity theft education and assistance, victim cost reimbursement insurance and credit file or identity monitoring (sub limit 50% of liability limit).

Protection

- Cyber / Breach / Privacy Legal Liability and Defense Coverage
 - Limit: up to \$1 million aggregate / year
 - Retention: \$1,000 per incident
 - Loss/Theft of Personal and/or Business Data
 - Failure to Disclose/Notify
 - Regulatory Fines and Penalties
 - Cyber Extortion
 - PCI DSS Fines and Related Contractual Obligations (\$250,000 sublimit)
 - Web Site / Media Liability for libel, slander and certain related web site risks
- Breach Expense Protection for eBusiness Network Interruption and Data Reconstruction. Separate limits provided up to \$500,000 (Retention: \$1,000).
- Employee Personal Identity Protection (Automatic)
 - Victim Resolution Services (VRS) and more
 - \$15,000 limit / \$0 deductible

Response

- Data Breach Incident Response On-Demand™ (iROD) 24/7

Core Cyber® is owned and exclusively administered by Identity Fraud, Inc.

Please Note: This document provides summary information only. The program is provided pursuant to the IFI Customer Agreement and may not be available in all states. Terms may also vary by state. Insurance coverage is provided by an A rated carrier(s) and is subject to specific terms, limitations and exclusions. Liability insurance is provided pursuant to your active membership in the Data Theft Risk Purchasing Group (RPG) on a claims made basis, covering valid claims first occurring after the original policy inception date (retroactive date). Please note that there is a nominal fee of \$1.00 per term for the RPG that is allocated to the RPG by the program administrator, Identity Fraud, Inc. from the proceeds of your purchase.



**Insurance Renewal Proposal for:
Oskaloosa Municipal Water Department
Effective 04/01/17**

Public Entity Package Policy

Underwritten by:

Continental Western Group

Property Coverage **\$16,817**

RC Blanket Total	\$13,419,889
Deductible	\$1,000
120% Margin Clause Endorsement	Included
Replacement Cost Valuation	Included
90% Coinsurance	Included
Special Cause of Loss	Included
Public Entity Prop Enhancements	Included
Business Income	\$500,000
Extra Expense	\$500,000
Electronic Data Processing	\$50,000 each location
Mechanical Breakdown	Included

General Liability **\$7,032**

General Aggregate Limit	\$2,000,000
Prod/Comp. Ops Ag. Limit	\$2,000,000
Personal and Adv Inj.	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Liability	\$300,000
Medical Exp	\$5,000
Water Utility Liability	Included
Sewage Operations	Included
Pollution Liability	Included
City of Oskaloosa as AI	Included
Employment Practices Occurrence	\$1,000,000
Employment Practices Aggregate	\$1,000,000
Deductible	\$2,500



**Insurance Renewal Proposal for:
Oskaloosa Municipal Water Department
Effective 04/01/17**

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Inland Marine \$750

Contractors Equipment	\$208,000
Hired/Leased Equipment	\$100,000
Newly Purchased Property	30% of CAT Limit
Misc Tools	\$5,000
Additional Debris Removal	\$5,000
Pollutant Clean up	\$10,000
Deductible	\$500

Crime \$131

Employee Dishonesty	\$50,000
Money & Securities (In/Out)	\$20,000
Forgery/Alterations	\$50,000
Deductible	\$500
Faithful Performance of Duty	Included

Automobile \$3,013

Liability Limit	\$1,000,000
Uninsured/Underinsured	\$1,000,000
Hired/Non-Owned Liab.	Included
Hired/Borrowed Phys Damage	Included
Scheduled Physical Damage	See Attached
Fellow Employee Inclusion	Included
Employees As Insured's	Included
Personal Auto Physical Damage	Included

**Workers Compensation \$24,587
Underwritten by:**



Employer's Liability	Each Acc.	\$500,000
	Policy Limit	\$500,000
	Each Emp.	\$500,000
	Mod Factor	.78



**Insurance Renewal Proposal for:
Oskaloosa Municipal Water Department
Effective 04/01/17**

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Public Officials Errors and Omissions		\$1,851
Occurrence Form	Included	
Liability Limit Occurrence	\$1,000,000	
Liability Limit Aggregate	\$1,000,000	
Non-Monetary Damages	\$100,000	
Eminent Domain/Zoning	Included	
Non-Waiver of Immunity	Included	
Prior Acts	5 Years	
Deductible	\$2,500	
Excess Liability		\$2,276
Occurrence Limit	\$3,000,000	
Aggregate Limit	\$3,000,000	
Retention	\$0	
Cyber Liability		\$1,249
Occurrence Limit	\$1,000,000	
Aggregate Limit	\$1,000,000	
Retention	\$ 1,000	
Total Public Entity Pak Premium		\$57,706
Terrorism Premium (Included Above – Optional)		\$370