

OSKALOOSA WATER BOARD
REGULAR MEETING
3/20/17

Members Present:

Jason Carter
Brad Hodges
Kevin Tacke
Mike Vore

Others Present:

Chad Coon
Crystal Breuklander
Jim Anderson
Austin Blackwell
Donna Saner
Misty Saner
Melissa Stoll
Brian Edwards

Ex-Officio Members Present:

Mike Schrock

A motion was made by Kevin Tacke 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 2/21/17 regular meeting. The motion was 2nd by Mike Vore. The motion carried with all ayes.

The attached vouchers totaling \$271,439.95 were presented for approval as well as Financial Statements. A motion was made by Kevin Tacke to approve the vouchers for payment and to also approve the Financial Statements. This was second by Brad Hodges. The motion carried with all members voting yes.

1. Customer Forum was the next agenda item. Austin Blackwell was present to discuss a high water bill for 950 9th Avenue West. Austin discussed the issue with the Board of the frozen pipe that had happened when power was shut off to the home. The Board was not able to take any formal action as this was not on the agenda. The Board discussed removing any penalties from the account and the need to set up a payment arrangement at the next monthly meeting. The Board also stated that they typically do not make adjustments once the water has gone through the water meter. Austin was advised to talk to the City Council about a sanitary sewer reduction due to the circumstances.
2. Next on the agenda was consideration and discussion of high water bill for 412 North A Street. Melissa Stoll was in attendance to address the Board about the bill that had been incurred at her address of 412 North A Street. She talked to the Board about the tight

finances and commended staff for helping her find assistance with local charitable organizations. The Board asked her what she could afford for a monthly payment to help pay down the remainder of the high bill. Jason Carter made a motion to enter into payment arrangements with Melissa Stoll for up to 6 months at approximately \$25.00 per month until the balance is paid in full. Brad Hodges second the motion. Ayes all, motion passed.

3. Consideration and discussion of high water bill for 6 Oak Creek Village was next on the agenda. Donna Saner was in attendance to talk to the Board about the leak that had occurred under her manufactured home and the high bill that resulted. There was ample discussion about how the leak continued between the normal monthly reading and when it was finally shut off and another bill was generated resulting in two abnormally high water bills. Staff requested guidance on how far out payment arrangements could be made in light of the new set of rules and regulations that had been approved in February. Motion by Brad Hodges to waive all past and future late charges and to approve a payment plan for up to 12 months on the remaining balance. Discussion on the motion with Ms. Saner noted that the payments would still be more than she could afford on her income. The Board asked Ms. Saner if she would be better able to afford it if the payments were to be extended to 18 months. She agreed that she would. Brad amended his motion to extend the payment plan to 18 months and still remove all past and future late charges. Jason Carter second the motion. Ayes all, motion carried.
4. Next on the agenda was an update on waste water operations. Chad talked to the group about the internal promotion of an individual to Collection System Supervisor, the finishing of standard operating procedures, equipment assessments and maintenance, and the upcoming sanitary and storm sewer jetting and televising. He updated the group on a meeting that was held the week of March 13th with OMWD and City staff and HR Green representatives to discuss the GIS/GPS work that was being completed on both the storm and sanitary sewer systems and where that project stood. Chad also informed the group that the annual Bio-Solids report had been filed with both the USEPA and Iowa DNR. Also discussed was the contract that had been awarded to Drish Construction out of Fairfield for the 2017 Storm and Sanitary Improvement Project. He noted that the engineer's estimate had been \$2.1MM and the bid as awarded was for \$1.9MM. There was also discussion of the I&I report and the Facility Plan as they were presented to the City Council since the last Water Board of Trustee meeting.
5. Consideration and discussion of annual property and casualty insurance was next on the agenda. Jim Anderson was in attendance to present the renewal policy for OMWD's property and casualty insurance to the Board of Trustees. Jim noted that the policy was essentially the same of the previous year's policy. Kevin Tacke was able to find the numbers from the previous year and the cost was fairly consistent with what had been

paid the previous year for insurance. Jim noted a couple of claims on the general liability side that were a result of sewer operations but stated that they were not impacting rates at this time. Motion to approve \$57,706 for the 2017 property and casualty insurance package was made by Kevin Tacke and second by Mike Vore. Ayes all, motion carried.

6. General Manager's Update was next on the agenda. Chad updated the group on the one leak that had been fixed during the last month being on a service line that was originally mentioned during the February meeting. He noted that it was estimated that this was leaking at a rate of 20 gallons per minute. Over the course of a year this would amount to over 10,000,000 gallons. Fixing leaks like this will help us drop our non-revenue water loss to a more manageable number. It was also noted that this leak never surfaced as the service line was adjacent to the sewer lateral for the home and the water was being picked up by the sewer. Chad also let the group know that he and staff were still waiting on the construction permit to be issued by the Iowa DNR before they could start installing the new water main along South F Street. There was also a discussion about master metering the manufactured home complexes in Oskaloosa. Chad stated that he had been approached by the owners of one of the local complexes to discuss the possibility of continuing to have OMWD provide billing and collection services even after making the switch to master metering. Chad told the Board that he still needed to discuss this issue further with staff to determine what would be involved on the office side of operations. Mike Vore stated that he was not interested in continuing to provide billing and collection services once the switch to master metering was made. There were no formal actions taken on any of these issues by the Board.
7. The last agenda item was updates from the members of the Board of Trustees. There was a question about whether the technology existed to provide condition assessment of water main similar to storm and sanitary sewer mains. Chad said that the technology existed but that it was very expensive and still in its infancy. Mike Vore stated that he was involved with a group that was developing a tool of this nature and hoped to use Oskaloosa as a site for Beta testing in the future. There was also discussion of House File 484 that was being discussed in the Iowa Legislature and how it may impact Board driven utilities. There was no action taken on any of these items by the Board.

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

ATTEST

Meeting Adjourned 4:50 PM

Mike Vore – Chairman

Kevin Tacke– Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday March 20, 2017 at 3:00 PM with board members Carter, Hodges, Tacke and Vore present. The agenda was approved as presented. All members voting aye. Minutes of the 2/21/17 regular meeting were approved as presented, all ayes. 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. A high water bill for 950 9th Avenue West was discussed with the Board of Trustees. There was no action taken by the Board.

Next on the agenda consideration and discussion of high water bill for 412 North A Street.

Motion by Carter to approve a payment arrangement for up to 6 months at approximately \$25 per month for 412 North A Street. Hodges second. Ayes all, motion passed.

Consideration and discussion of high water bill for 6 Oak Creek Village was next on the agenda.

Motion to waive past and future late charges and approve a 12 month payment arrangement on the remaining balance was made by Hodges. During discussion with the affected customer, Hodges amended his motion to extend the payment arrangement to 18 months while continuing to waive past and future late charges as result of the leak. Carter second the motion. Ayes all, motion carried.

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

Consideration and discussion of annual property and casualty insurance was next on the agenda.

Motion by Tacke to approve \$57,706 for renewal of the 2017 property and casualty insurance with Anderson Insurance Services. Second by Vore. Ayes all, motion passed.

The next two agenda items, General Manager's Update and Updates from members of the Board of Trustees, saw discussion, but no formal action taken by the Board.

Motion was made for adjournment by Tacke, and second by Hodges. Ayes all, meeting adjourned. 4:50 PM.

Kevin Tacke, Secretary