

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
12/11/17

**Members Present:**

Jason Carter  
Brad Hodges  
Kevin Tacke

**Others Present:**

Chad Coon  
Crystal Breuklander  
Ken Allsup

**Ex-Officio Members Present:**

Mike Schrock (arrived 4:14)  
Dave Krutzfeldt  
Tom Jimenez (arrived 4:28)

The meeting was called to order at 4:09 PM when quorum was reached.

A motion was made by Brad Hodges and 2<sup>nd</sup> by Jason Carter to approve the agenda as presented. Ayes Carter, Hodges, Tacke. Absent Nance and Vore, motion carried.

A motion was made Brad Hodges to approve the minutes of the 11/13/17 regular meeting as presented. Second by Jason Carter. Ayes Carter, Hodges, Tacke. Absent Nance and Vore, motion carried.

The attached vouchers totaling \$394,988.39 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 Jason Carter. Ayes Carter, Hodges, Tacke. Absent Nance and Vore, motion carried.

1. Customer Forum was the next agenda item. There were no items presented to the Board of Trustees.
2. Next on the agenda was consideration and discussion of updating Employee Manual, Section 5 Insurance Benefits, A. Health Insurance. Chad presented the change in wording for the employee manual to reflect the Board of Trustees' November vote to have employees contribute towards health insurance premium costs. There was discussion by the group about the exact wording and how to effectively state the intent of the Board with that wording. There was a motion by Jason Carter to approve the amended wording as follows; "Effective January 1, 2018, all employees will contribute 2.5% of the total premium towards their elected health insurance coverage per month. This amount will be deducted from the first paycheck of each month. (Updated

December 11, 2017)". This was then second by Brad Hodges. Ayes Carter, Hodges, and Tacke. Absent Nance and Vore, motion carried.

3. The next agenda item was discussion of waste water operations. Chad updated the group on jetting and televising operations that were still ongoing as a result of the mild weather, the operations and maintenance work at both plants, the amount of bio-solids that have been hauled out of the EQ basin (2,000,000 gallons), and a brief update on capital improvement work. He also informed everyone that the City was continuing to move forward on talks with Oskaloosa Foods regarding the pretreatment agreement.
4. General Manager's Update was the next agenda item. Chad discussed the four leaks that had occurred in the last month, all of them on valves, the work on South F Street and the few remaining services that will soon be connected. He also talked about the maintenance issue in one of the settling basins at the treatment plant and the need to replace drag chains at a cost that will range between \$10,000 and \$15,000. Chad then asked the group what their preference was for meeting dates in January to review the FY18-19 budget and hold the public hearing. The consensus was to hold the review on January 8<sup>th</sup> with the regular board meeting and then have the public hearing on the 15<sup>th</sup>. Chad then also asked what the group would like to see when it came to amending the budget. He informed them that Crystal had been working on budget numbers and that in the last couple of years they were working towards not needing to amend the budget simply for the sake of moving numbers, as OMWD has been below budgeted resources and the amendments were more an exercise in subtracting a dollar from line item A to place it in line item B. The consensus on this issue was to not generate a budget amendment, but to diligently track the changes so that they can be appropriately built into the upcoming fiscal year's budget. Chad then talked to the group about starting the financial analysis for declining block rates with Public Financial Management, PFM. Mike Schrock asked that we get an engagement letter from PFM so that everything can get going and PFM can get paid.
5. The last agenda item was updates from members of the Board of Trustees. Jason Carter asked that we consider adding an agenda item to next month's meeting to change the date and time of the Board meetings back to the third Monday of the month at 3:00 PM, as the reason for the change was to allow for better participation by the public and Board member Nance who has not attended the last few meetings. Jason asked those present if it would work for them to go back to the earlier time on the 3<sup>rd</sup> Monday of the month. Brad Hodges stated that he was indifferent and could make about any time work. Kevin Tacke said that he would prefer to leave the time at 4:00 PM as that worked better for him. Mayor Krutzfeldt stated that he liked the 4:00 PM time better from a workflow standpoint. Kevin asked if it would be possible to just leave the time at 4:00 PM, and Jason said that if it worked better for everyone else at 4:00 PM that would be fine, he may just need to leave meetings early at some point. Mayor Krutzfeldt asked Chad to

reach out to Board member Nance and see if there was some particular reason he had been unable to attend the last few meetings. Brad Hodges said that he had been approached by a customer to see if it would be possible to start putting consumption in gallons on the monthly bills instead of 100 cubic foot units. There was a discussion about this topic that revolved around the possibility of putting a conversion factor in the comments section of bills a couple of times per year until the wording on the back of the bills can be changed.

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

ATTEST

Meeting Adjourned 5:01 PM

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Kevin Tacke – Chairman

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Brad Hodges– Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday December 11, 2017 with board members Carter, Hodges, and Tacke present. The meeting was called to order at 4:09 PM. The agenda was approved as presented. Ayes Carter, Hodges, Tacke; Absent Nance and Vore. Motion carried. Approved minutes of the 11/13/17 regular meeting as presented. Ayes Carter, Hodges, Tacke; Absent Nance and Vore; motion carried. Invoices and financial statements were approved for payment. Ayes Carter, Hodges, Tacke; Absent Nance and Vore; motion passed.

Following Warrants Allowed: (see attached sheet)

The next item on the agenda was Customer Forum. There were no items presented to the Board. Consideration and discussion of updating Employee Manual Section 5, Insurance Benefits, A. Health Insurance was next on the agenda. Motion by Carter to change the Employee Manual wording to “Effective January 1, 2018, all employees will contribute 2.5% of the total premium towards their elected health insurance coverage per month. This amount will be deducted from the first paycheck of each month. (Updated December 11, 2017)”. Second by Hodges. Ayes Carter, Hodges, Tacke; Absent Nance and Vore, motion carried.

The next three items, Discussion of waste water operations, General Manager’s Update, and Updates from members of the Board of Trustees all saw discussion but no action taken by the Board of Trustees.

Motion was made for adjournment by Carter, and second by Hodges. Ayes Carter, Hodges, Tacke; Absent Nance and Vore; meeting adjourned. 5:01 PM.

Brad Hodges, Secretary