

**OSKALOOSA WATER BOARD
REGULAR MEETING**

7/9/18

Members Present:

Jason Carter
Brad Hodges
Dan Nance
Brandon Strasser
Kevin Tacke

Others Present:

Chad Coon
Crystal Breuklander
Ken Allsup
Ginger Allsup

Ex-Officio Members Present:

Mike Schrock

The meeting was called to order at 4:04 PM.

The Oath of Office was administered to Brandon Strasser. The original will be sent to City Hall and a copy will be included with the minutes at the Water Department.

Motion by Jason Carter and second by Brad Hodges to approve the agenda as presented. All ayes, motion carried.

Next was reorganization of the Board of Trustees. Jason Carter nominated the current Chair and Secretary, Kevin Tacke and Brad Hodges respectively, for another term as Chair and Secretary. Dan Nance second the motion. The vote was taken, ayes all, motion carries. Kevin Tacke will continue another term as Chair of the Board of Trustees and Brad Hodges will serve another term as Board Secretary.

Motion by Kevin Tacke to approve the minutes of the June 11, 2018 Board of Trustees' meeting as presented. Motion second by Jason Carter. Ayes all, motion carried.

The attached vouchers totaling \$732,232.15 were presented for approval as well as Financial Statements. A motion was made by Jason Carter to approve the vouchers for payment and to also approve the Financial Statements. This was second by Dan Nance. The motion carried with all members present voting yes.

1. Customer Forum was the next agenda item. There were no items presented.
2. The next agenda item was consideration and discussion of pay application #1 from Dave Schmitt Construction Company, Inc. for South D water main replacement. After reviewing the information on the pay application there was a motion by Jason Carter to approve payment in the amount of \$144,596.49 to Dave Schmitt Construction. This was second by Kevin Tacke. Ayes all, motion passed.

3. Consideration and discussion of pay application #1 from Maguire Iron for water tower painting was the next agenda item. The pay application was reviewed by the Board and questions were asked regarding status of the project and a forthcoming change order for extra work, at which point Brad Hodges motioned to approve pay application #1 to Maguire Iron in the amount of \$132,270.21. Kevin Tacke second this motion. Ayes all, motion passed.
4. Next on the agenda was consideration and discussion of amending the job classification for Distribution/Collection Supervisor. Chad explained that during a recent discussion with attorneys at Ahlers and Cooney it had been recommended that the FLSA status for these positions be amended from exempt to non-exempt based upon the classification and work performed. There was discussion amongst the group as well as a clarification on page 3 of the classification to change the word “just” to “job” under **Training and Experience**. There were questions about what would be affected by the change and Chad explained that the employees in these positions would be able to earn overtime and/or comp time with the change, but that was about the limit of the effects of the change. There was a motion by Brad Hodges and a second by Dan Nance to amend the job classification from exempt to non-exempt under the FLSA status. Ayes all, motion carried.
5. The next agenda item was update of wastewater operations. Chad also presented an updated 28E spreadsheet that tracks OMWD’s responsibilities. He stated that one of the items he struggles with is meeting City purchasing policy guidelines for purchase orders on occasion. There was a discussion about what the City’s purchasing policy entails as well as looking at the schedule for jetting and televising and how that may need to be refined as we continue to move through the agreement. There was no action taken by the Board.
6. General Manager’s update was next on the agenda. There were questions about the status of the water tower painting project and what the upcoming change order would look like. There was also a discussion about the increase this month in service disconnects. There was no action taken by the Board.
7. Updates from the members of the Board of Trustees was next on the agenda. Dan Nance again stated his concern with the storm intake on the west side of North L Street and Pella Avenue.
8. Next on the agenda was Closed Session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session. Iowa Code § 21.5(1) (i) (2012). Chad Coon requested the closed session for his annual review by the Board. The roll call was; Carter yes, Hodges yes, Nance yes, Strasser yes, and Tacke yes. Closed session started at 4:51 PM. There was a motion to end the closed session by Dan Nance and second by Brad Hodges. Roll call vote; Carter yes, Hodges yes, Nance yes, Strasser yes, and Tacke yes. Closed session ended at

5:30 PM.

9. The next agenda item was consideration and discussion of possible action on the General Manager's employment contract with the Oskaloosa Municipal Water Department. There was a motion to increase the salary of the General Manager by 3% for Fiscal year 2018-2019 made by Kevin Tacke and second by Jason Carter. Dan Nance asked Mike Schrock what the City provided to department heads for FY18-19. Mike answered that he received a 3% increase and all other employees received a 2.75% increase. Dan stated that he would like to see the Water Department do what the City did and provide a 2.75% increase to the General Manager. Kevin noted Dan's comment and stated that he appreciated that Dan was consistent on wanting to do what the City does. Ayes; Carter, Hodges, Strasser and Tacke. Nay; Nance. Motion passed.

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

ATTEST

Meeting Adjourned 5:35 PM

Kevin Tacke – Chairman

Brad Hodges– Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday July 9, 2018 with Board members Carter, Hodges, Nance, and Tacke present. The meeting was called to order at 4:04 PM. New member Brandon Strasser was read the Oath of Office and sworn in as a new Board of Trustee member. Next was Reorganization of the Board of Trustees. Carter nominated Tacke to the seat of Chair and Hodges to the Secretary position, Nance second. Ayes all, motion carried. The agenda was approved as presented with all members voting aye. Minutes of the 6/11/18 regular meeting were approved as presented, all ayes. Motion to approve the invoices and financial statements was made by Carter and second by Nance. Ayes all, motion passed.

Following Warrants Allowed: (see attached sheet)

The next item on the agenda was Customer Forum. There were no items presented.

The next agenda item was consideration and discussion of pay application #1 from Dave Schmitt Construction Company, Inc. for South D water main replacement. Motion by Carter and second by Tacke to approve pay application #1 from Dave Schmitt Construction Company, Inc. for the amount of \$144,596.49. Ayes all, motion carried.

Consideration and discussion of pay application #1 from Maguire Iron for water tower painting was the next agenda item. Motion by Hodges with a second from Tacke to approve pay application #1 from Maguire Iron in the amount of \$132,270.21 for the water tower painting contract. Ayes all, motion passed.

Next on the agenda was consideration and discussion of amending the job classification for Distribution/Collection Supervisor. Motion by Hodges to amend the Distribution/Collection Supervisor job classification from FLSA status exempt to FLSA status non-exempt. Second by Nance. Ayes all, motion passed.

The next three agenda items; Discussion of wastewater operations, General Manager's update and Updates from members of the Board of Trustees saw discussion but no action taken by the Board.

General Manager Chad Coon asked for a closed session under Iowa Code § 21.5(1) (i) (2012) for the annual employee review by the Board of Trustees. Roll call vote; Carter yes, Hodges yes, Nance yes, Strasser yes, and Tacke yes. Closed session was entered at 4:51 PM. Motion by Nance to end closed session and enter open session again. Second by Hodges. Roll call vote; Carter yes, Hodges yes, Nance yes, Strasser yes, and Tacke yes. Closed session ended at 5:30 PM.

The last agenda item was consideration and discussion of possible action on the General Manager's employment contract with Oskaloosa Municipal Water Department. Motion by Tacke and a second by Carter to increase the General Manager's pay 3% for fiscal year 2018-2019. Ayes Carter, Hodges, Strasser, and Tacke. Nays; Nance. Motion passed.

Motion was made for adjournment by Nance, and second by Carter. Ayes all, meeting adjourned. 5:35 PM.

Brad Hodges, Secretary