

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
9/10/18

**Members Present:**

Jason Carter  
Brad Hodges  
Dan Nance  
Brandon Strasser  
Kevin Tacke

**Others Present:**

Chad Coon  
Crystal Breuklander  
Doug Hunt

**Ex-Officio Members Present:**

Mayor Dave Krutzfeldt

The meeting was called to order at 4:03 PM.

Motion by Brad Hodges and second by Dan Nance to approve the agenda as presented. Ayes; all. Nays; none. Absent; none, motion carried.

Motion by Kevin Tacke to approve the minutes of the August 13, 2018 Board of Trustees' meeting as presented. Motion second by Brandon Stasser. Ayes; all. Nays; none. Absent; none, motion carried.

The attached vouchers totaling \$559,962.20 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; all. Nays; none. Absent; none, motion carried.

1. Customer Forum was the next agenda item. There were no items presented.
2. The next agenda item was approving acceptance of the annual financial report for fiscal year 2017-2018 as prepared by Hunt and Associates, P.C. Doug Hunt was in attendance to review the findings of the audit for the previous fiscal year. He went through the different areas of the audit with the group and then explained the notes at the end. There were no material findings, or any significant deficiencies noted. Jason Carter asked about any other items that may have been found that were not noted. Doug stated that there were 3 things that they had found through the course of the audit and those were discussed with the General Manager and Board Trustee Brad Hodges at the closeout meeting the previous week. The 3 items were discussed and it was explained that either internal controls or pending Board action would appropriately handle all 3. Brad Hodges made a motion to approve acceptance of the findings of the annual financial report for

fiscal year 2017-2018 as presented by Hunt and Associates. This was second by Dan Nance. Ayes; all. Nays; none. Absent; none. Motion carried.

3. The next item on the agenda was consideration and discussion of pay application #3 from Dave Schmitt Construction Company, Inc. for South D water main replacement. Chad presented the Board with information showing the cumulative total for the project, what was held back for retainage and what was due and owing for this application. Kevin Tacke made a motion to approve \$144,452.87 from pay application #3 to Dave Schmitt Construction Company, Inc. Brad Hodges second the motion. Ayes; all. Nays; none. Absent; none. Motion passed. Jason Carter excused himself from the meeting at this point, the time was 5:00 PM.
4. Next on the agenda was consideration and discussion of merit based pay scale for Oskaloosa Municipal Water Department employees. Chad presented the same information to the group that was presented at the June Board of Trustees' meeting. He stated that as the Board had requested at that meeting, staff had been shown the new system and a comparison of old versus new was explained as well as how annual employee evaluations will tie into future pay. There were a variety of questions from the group about the system and how it will be applied. Chad provided some different examples and explanations. After the explanations, there was a motion by Brad Hodges and a second from Kevin Tacke to approve the merit based pay system as presented by staff. Ayes; Hodges, Strasser, and Tacke. Nays; Nance. Absent; Carter.
5. The next agenda item was consideration and discussion of language for Oskaloosa City Code as it pertains to Oskaloosa Municipal Water Department operations. In the agenda packets was current OMWD language for metering of manufactured home complexes. Also in the packets was proposed language that is scheduled to go before City Council for their approval. The language being proposed by the City will align OMWD language and City Code as it applies to master metering of manufactured home complexes. After the explanation from Chad, there was a motion to affirm the proposed changes in City Code as presented, made by Brad Hodges and second by Kevin Tacke. Ayes; Hodges, Nance, Strasser, and Tacke. Nays; none. Absent; Carter.
6. Discussion of wastewater operations was next on the agenda. The agenda packets contained the updates and Chad asked if there were any questions. There were no questions asked during the meeting about the information provided.
7. General Manager's update was next on the agenda. The packets also contained an update about the water side of operations. Chad asked again if there were any questions from the group. There were no questions about water operations.

8. The last agenda item was updates from members of the Board of Trustees. There were no updates given at this time.

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

ATTEST

Meeting Adjourned 5:24 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 September 10, 2018 with board members Carter, Hodges, Nance, Strasser, and Tacke, present. The meeting was called to order at 4:03 PM. Motion to approve the agenda as presented made by Hodges and second by Nance. Ayes; all. Nays; none. Absent; none. Motion carried. Motion to approve minutes of the 8/13/18 regular meeting as presented was made by Tacke and second by Strasser. Ayes; all. Nays; none. Absent; none. Motion carried. Motion to approve the invoices and financial statements was made by Tacke and second by Carter. Ayes; all. Nays; none. Absent; none. Motion carried.

Following Warrants Allowed: **(see attached sheet)**

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The next item on the agenda was Customer Forum. There were no items presented. Acceptance of the annual financial report for fiscal year 2017-2018 as prepared by Hunt & Associates, P.C. was next on the agenda. Motion by Hodges and second by Nance to approve acceptance of the fiscal year 2017-2018 annual financial report from Hunt and Associates. Ayes; all. Nays; none. Absent; none.

The next agenda item was consideration and discussion of pay application #3 from Dave Schmitt Construction Company, Inc. for South D water main replacement. Motion by Tacke to approve \$144,452.87 as presented in pay application #3 to Dave Schmitt Construction Company, Inc. Second by Hodges. Ayes; all. Nays; none. Absent; none. Motion carried.

Board member Carter excused himself from the meeting, the time was 5:00 PM.

Next on the agenda was to consider and discuss a merit based pay scale for Oskaloosa Municipal Water Department employees. Motion by Hodges and second by Tacke to approve a merit based pay system as presented by staff. Ayes; Hodges, Strasser, and Tacke. Nays; Nance. Absent; Carter.

Consideration and discussion of language for Oskaloosa City Code as it pertains to Oskaloosa Municipal Water Department operations was next on the agenda. Motion by Hodges with Nance making the second to affirm changes in City Code as presented. Ayes; Hodges, Nance, Strasser, and Tacke. Nays; none. Absent; Carter.

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 Hodges, and second by Nance. Ayes; Hodges, Nance, Strasser, and Tacke. Nays; none. Absent; Carter. Meeting adjourned. 5:24 PM.

Brad Hodges, Secretary