

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
9/21/15

**Members Present:**

Joe Ryan  
Brad Hodges  
Mike Vore (via phone at 4:30)

**Others Present:**

Chad Coon  
Crystal Breuklander

A motion was made by Joe Ryan and 2<sup>nd</sup> by Brad Hodges to approve the agenda as presented. The motion carried with all members voting yes.

Minutes of the 8/13/15 regular meeting, and 8/27/15 joint Board of Trustees/City Council meeting were read. A motion was made by Joe Ryan to approve the minutes. The motion was 2<sup>nd</sup> by Brad Hodges. The motion carried with all members voting yes.

The attached vouchers totaling \$320,632.68 were presented for approval as well as Financial Statements. A motion was made by Brad Hodges to approve the vouchers for payment and accept the Financial Statements. The motion was 2<sup>nd</sup> by Joe Ryan. The motion carried with all members voting yes.

1. The next agenda item was Customer Forum. There were no items presented.
2. Next on the agenda was Alloree Else to Address Board Regarding Water Towers. Alloree asked the Board of Trustees why the water towers for Oskaloosa did not have the community's name on them. The Board thanked Alloree for her question and concerns about the water towers and explained that the issue more than likely stemmed from a financial perspective. Chad stated that work was scheduled for the towers in the near future that included repainting. It was suggested that future work take into consideration adding the town name as well as school mascots. No formal action was taken by the Board.
3. Discussion and Consideration of Bill Adjustment for 529 North D Street was next on the agenda. Chad indicated that the customer had emailed earlier in the day stating she would not be able to attend due to unforeseen circumstances. Chad presented information to the Board showing previous usage. There was conversation about whether or not any leaks had been found and if the customer's usage was back to within a normal consumption pattern for this particular customer. Motion to deny request to reduce bill until additional information is provided made by Joe Ryan. Second by Brad Hodges. Ayes all motion passed.

4. Next on the agenda was Discussion and Consideration of Annual Dental Insurance Renewal. Chad presented the renewal information showing a 6.2% premium decrease. Motion to approve renewal of Delta Dental Insurance plan was made by Brad Hodges. Second by Joe Ryan. Ayes all, motion passed.
5. Mike Vore was able to join the meeting via telephone at 4:30 PM.
6. Next on the agenda was Consider Resolution #1504, A Resolution Establishing Minimum Reserve Requirements For Water Department Funds. The resolution was read by Brad Hodges. There was a question about what current fund balance was and if fund balance were to dip below the indicated level what were the repercussions. There was discussion about the need to re-write the resolution to allow for an end-of-year balance. Chad was instructed to contact the Water Department's auditor and seek advice about dropping below the indicated level and developing a time frame for corrective action. There was no formal action at this time taken by the Board of Trustees.
7. The next agenda item was Discussion and Consideration of Entering into 28E Agreement with the City of Oskaloosa. Chad indicated that the final draft of the agreement had the date of October 1, 2015 inserted as an effective date. Motion by Mike Vore and second by Joe Ryan to approve entering into 28E with the City of Oskaloosa. Ayes all, motion passed.
8. Discussion and Consideration Regarding Increasing Size of the Board of Trustees' Membership was next. There was discussion amongst the members about the need to increase the size of the Board to allow for sharing of increased duties and responsibilities, as well as increased communication. There was a motion to recommend increasing the size of the Board of Trustees from its current three members to five members contingent upon successful approval of the 28E agreement by the City Council that was made by Brad Hodges and second by Joe Ryan. Ayes all, motion passed.
9. The last actionable item on the agenda was Discussion and Consideration of Joining The Cooperative Purchasing Network (TCPN). Chad discussed this issue with the Board. He was instructed to contact agencies that are currently using it and gather feedback as well as giving a list of current chemical usage to the company representatives and asking if they can provide these items to us under this cooperative. Chad was then further instructed to reach out to the company reps and invite them to come to the next Board meeting to allow Board members the ability to question them directly.
10. General Manager's Update was next on the agenda. Chad updated the Board regarding the status of the employee handbook revisions, water meters, new water main installation

along E Avenue East, operating issues at the treatment plant, and the hiring of a new employee. Chad was asked if the water meters were being bench tested as they were pulled from service. He informed the Board that just that day staff was able to start testing again and that all meters that had been pulled had been stockpiled for testing. The Board stated that they would like to see what the results of those tests were for moving forward with a meter change-out program.

11. The last agenda item was Miscellaneous. Chad updated the Board on the nine leaks that had occurred in the last month. He talked to them about the issues with the 12" main along Highway 23 and the possible water hammer issues that were causing the breaks.

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

ATTEST

Meeting Adjourned 5:21 PM

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Mike Vore – Chairman

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Brad Hodges– Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday September 21, 2015 at 4:00 PM with board members Ryan and Hodges present. The agenda was approved as presented. All members voting aye. Minutes of the 8/13/15 regular meeting, and 8/27/15 joint Water Board/City Council meeting were approved as presented, all ayes.

Following Warrants Allowed: (see attached sheet)

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

Alloree Else addressed the Board in regard to the status of the water towers. No formal action taken by the Board.

Discussion and Consideration of Bill Adjustment for 529 North D Street was next on the agenda.

Motion to deny the request to reduce the bill until additional information is provided by Ryan.

Second by Hodges. Ayes all motion passed.

Discussion and Consideration of Annual Dental Insurance Renewal was next on the agenda.

Motion to approve renewal as presented by Hodges and second by Ryan. Ayes all, motion carried.

Board member Vore was able to join the meeting via telephone at this point of the meeting. The time was 4:30 PM.

No action on Resolution #1504, A Resolution Establishing Minimum Reserve Requirements for Water Department Funds.

Discussion and Consideration of Entering into 28E Agreement with the City of Oskaloosa was

next on the agenda. Motion by Vore and second by Ryan to approve entering into 28E agreement with the City of Oskaloosa. Ayes all, motion passed.

Next on the agenda was Discussion and Consideration Regarding Increasing the Size of the Board of Trustees' Membership. Motion to recommend increasing the size of the Board from 3 members to 5 members contingent upon successful approval of the 28E Agreement by the City Council made by Hodges and second by Ryan. Ayes all, motion passed.

Next agenda item was Discussion and Consideration of Joining The Cooperative Purchasing Network (TCPN). No action by the Board.

The next two items, General Manager's Update and Miscellaneous saw no formal action taken by the Board.

Motion was made for adjournment by Hodges. Ryan second the motion. Ayes all, meeting adjourned. 5:21 PM.

Brad Hodges, Secretary