

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
1/18/16

**Members Present:**

Joe Ryan  
Brad Hodges  
Mike Vore  
Kevin Tacke

**Ex-Officio Members Present:**

Tom Jiminez  
Mayor Krutzfeldt (entered at 3:18 PM)

**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.

A motion was made by Kevin Tacke to approve the minutes of the 12/21/15 regular meeting and 1/4/16 and 1/11/16 special meetings. The motion was 2<sup>nd</sup> by Brad Hodges. The motion carried with all members voting yes.

The attached vouchers totaling \$219,978.60 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 was a brief discussion regarding water rates for customers inside city limits versus outside city limits. There was no action taken.
2. The next agenda item was discussion of wastewater operations. Chad briefly updated the group on the status of RFQ's for a facility plan for wastewater.
3. Next on the agenda was consideration and discussion of online bill payment for water and wastewater customers. Chad presented information to the group about using OMWD's current software provider to allow for an online bill payment option. There were questions about cost and setup as well as how to maintain the ongoing expenses. There were also questions about the security of the site and whose website would host this resource. After further discussion to answer questions, there was a motion by Mike Vore to move forward with online bill payment through Tyler Technologies with the

transaction fee assessed to the user. Joe Ryan second the motion. Ayes all, motion passed.

4. Up next on the agenda was consideration and discussion of job descriptions for Water/Wastewater Maintenance I, Water/Wastewater Maintenance II, and Distribution/Collection Supervisor. Chad presented the job descriptions to the group for discussion. He noted that pursuant to a discussion that he and Board member Vore had earlier that day he had added a duty to the Supervisor's essential duties, Assist with Budgeting, As Required. After continued questions and answers, there was a motion to adopt and approve all three job descriptions made by Mike Vore. It was second by Brad Hodges. Ayes all, motion carried.
5. The next agenda item was General Manager's Update. Chad updated the Board and Ex-Officio members about maintenance issues that have been dealt with at the water plant in the last month. He also discussed the possibility of pursuing an agreement with Public Financial Management (PFM) for municipal advisory and consulting services. Chad explained that PFM had run financials and a rate analysis in the previous year for the water department in the run-up before the 28E agreement. This had provided the Board with a different view of projects, rates, and fund balances necessary to continue completing capital improvement work. Chad was asked to continue to negotiate an agreement with PFM with specific targets in mind.
6. Miscellaneous was the last agenda item. Chad informed the Board that there had been one leak in the last month until the morning of the meeting and then another leak along Highway 23 had occurred, making two leaks along Highway 23 in the last month.

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

ATTEST

Meeting Adjourned 4:29 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 Tuesday February 16, 2016 at 3:00 PM with board members Vore, Hodges, Carter, and Tacke present. Jason Carter took the Oath of Office. The agenda was approved as presented. All members voting aye. Minutes of the 1/18/16 regular meeting were approved as presented, all ayes. Invoices were approved for payment, ayes all.

Following Warrants Allowed: (see attached sheet)

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

The next agenda item was Discussion of Wastewater Operations. There was no action taken by the Board of Trustees.

Discussion of billing for Red Carpet Inn was next on the agenda. There was no action taken by the Board of Trustees.

Next was a presentation by Susanne Gerlach, representing Public Financial Management. The agenda item was consideration and discussion of Water Capital Funding Options and Water Cashflow Analysis as prepared by Public Financial Management. There was considerable discussion with no action taken by the Board on this agenda item.

Public Hearing for proposed water rate increase was next on the agenda. Public hearing was opened at 4:32 PM. There were no comments received from the public, but the Board of Trustees did use this time to discuss which option they were choosing for the rate increase. Public hearing closed at 4:46 PM.

Resolution #1601, Resolution to Increase Water Rates Effective March 1, 2016 was read and introduced by Vore. Motion to increase water rates by 25% was made by Carter and second by Hodges. Ayes all, motion carried.

Consideration and discussion on plans and specifications for Carbonado Road Water Main Replacement was next on the agenda. Jack Pope, representing Garden & Associates, was in attendance to present the plans for this project. This project will consist of approximately 5900 lineal feet of new 8" water main and fire hydrants. Motion to approve plans and specifications for Carbonado Road project and set April 14, 2016 as the bid letting date and April 18, 2016 as the bid award date was made by Vore and second by Tacke. Ayes all, motion passed.

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

Motion was made for adjournment by Tacke. Hodges second the motion. Ayes all, meeting adjourned. 5:20 PM.

Brad Hodges, Secretary