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**WATER BOARD OF TRUSTEES**

**Regular Meeting**

**March 21, 2016**

**3:00 PM**

**Location: 1208 South 7<sup>th</sup> St.**

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**Agenda**

1. Approve agenda.
2. Approve minutes of the February 16, 2016 regular meeting.
3. Approve invoices and financial statements.
4. Customer forum.
5. Discussion of wastewater operations.
6. Discussion of billing for Red Carpet Inn.
7. Consideration and discussion of annual property and casualty insurance.
8. Consideration and discussion of billing procedures.
9. General Manager's Update.
10. Miscellaneous.
11. Adjourn.



## **INFORMATION CONCERNING AGENDA ITEMS:**

### **Agenda Item #4**

“This is the item reserved to receive comments from the community, our customers, for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Water Board of Trustees and asked to keep statements brief. Any questions are to be asked of the Water Department staff and Board of Trustee members prior to speaking to the full Board of Trustees so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Board of Trustees only.”

Crystal mentioned that a customer had called in regarding rates outside of city limits, but did not indicate that they would be attending the meeting to discuss the matter with the Board.

There is nothing else at this time.

### **Agenda Item #5**

- Staff has started additional sampling to build data for Fox Engineering. There are three rounds of sampling that will be completed every two months with ongoing tests in the interim.
- There continues to be challenges keeping equipment running and functional.
- Interviews have been held for the open position and an offer has been extended. I am waiting for the candidate’s response before proceeding.
- There is a sanitary sewer project in the alley behind City Hall that is being worked on right now.
- As a result of discussions with staff and Garden and Associates, there is a path forward for jetting and televising the sanitary sewer. At this time, however, staff is focused on jetting and televising sewer main for upcoming projects in conjunction with information discovered during the system study.
- There is a possible need for seasonal staff within wastewater to help accomplish mowing and other anticipated work. Chad and Crystal have spoken briefly with City staff about how a position of this type would be handled with payroll, benefits, etc.

### **Agenda Item #6**

This is a continuation of the discussion from last month’s meeting. The spreadsheet showing consumption and revenue for the last five years has been generated, updated and sent out for your review in the last week. Mike Vore has asked that the Board continue the discussion this month.

### **Agenda Item #7**

I will have two quotes for OMWD’s property and casualty insurance for the upcoming renewal. Jim Anderson, representing Anderson Insurance Services, will be here to present the renewal on our current policy. Margaret Ratcliff, presenting MidWest One Insurance, will also be here to present an offer for insurance. At this time both companies have been in communication with staff and each



other to try and ensure that both policies are set up equally for Board review and approval. We have not received the preliminary numbers from either company yet, but when received they will be forwarded on to you.

#### **Agenda Item #8**

After last month's meeting, Crystal and I discussed the issue of moving to monthly billing and steps necessary for this transition. At this time, we believe it is entirely possible to make the transition starting with the July 2016 billing.

- The contract meter reading company has been contacted and confirmed that they are able to start performing monthly meter readings in June.
- Steps have been taken with all entities involved to move our website over to the City's webpage and activate an online payment feature, thereby reducing the volume of foot traffic into the office for payment processing.
- While a move of this nature was not included in the current year's budget amendment, nor the upcoming fiscal year's budget, by starting with the July billing we will be able to amend the necessary budget numbers in January of 2017.
- Billing due dates will need to change to the 15<sup>th</sup> of every month.
- Shutoff days will also move as a result of this change.
- Further Board action will be necessary to update OMWD's Rules and Regulations to comply with this change. Such action is planned for the April meeting at this time.
- Office staff has been involved in discussions of the change and helped with planning efforts.

While it is reasonable to recognize that this will be a large undertaking, staff is also aware that the transition will have difficulties that will be overcome and processed as they happen, and realize that the first few months of this change will be the hardest to navigate.

#### **Agenda Item #9**

- Crystal and I have met with City staff to get our webpage activated and available for the public's use. Crystal has also been actively working with our software provider to have everything ready for the online payment option. At this point, it is believed that everything will be ready and functional by April.
- Staff has installed approximately 1200 feet of 12" water main southeast of the Iowa Wood Preserver's facility along Highway 23. There was a need to have this installed and for OMWD to be out of the field before the middle of March so that farming operations could proceed seamlessly. We are still waiting for the IDOT to issue a right-of-way permit and approve our plans for the main between 17<sup>th</sup> Avenue East and the Iowa Wood Preserver's facility. Once approval is received, staff will continue to install the remainder of the main.

#### **Agenda Item #10**

There are no leaks that have occurred in the last month.