

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
5/23/16

**Members Present:**

Jason Carter  
Brad Hodges  
Mike Vore

**Ex-Officio Members Present:**

Mayor Krutzfeldt  
Tom Jiminez  
Mike Schrock

**Others Present:**

Chad Coon  
Ken Allsup  
Eric Dursky

A motion was made by Brad Hodges and 2<sup>nd</sup> by Jason Carter to approve the agenda as presented. All ayes, motion carried.

A motion was made by Brad Hodges to approve the minutes of the 4/18/16 regular meeting and the 4/28/16 special meeting. The motion was 2<sup>nd</sup> by Mike Vore. The motion carried with all ayes.

The attached vouchers totaling \$298,640.79 were presented for approval as well as Financial Statements. A motion was made by Brad Hodges to approve the vouchers for payment. This was second by Jason Carter. The Financial Statements were also presented for approval. Motion by Mike Vore and second by Brad Hodges to approve financial statements. The motion carried with all members present voting yes.

1. Customer Forum was the next agenda item. There were no items presented.
2. Next was the discussion of wastewater operations. Chad stated that an employee had been hired for the seasonal position and that nuisance mowing had begun for the season. Chad had printed out the Emergency/Disaster Response Plan and began discussing this with the group. There were several suggestions on what the group would like to see this develop into and how to use this as a tool moving forward for accountability and safety. Eric Dursky, Mahaska County Sanitarian was also in attendance and provided input as well. The sheet of critical processes was also discussed and reviewed. There were questions about substituting titles or positions for names of individuals. It was noted that these documents should be living breathing documents and therefore will need to be changed and updated on a regular basis. An annual review was discussed. It was also discussed to build a plan such as this for waste water and to contact Tom Atkinson with

the Iowa DNR's waste water section for assistance. Chad also talked to the group about sewer projects that will be scheduled in the coming years and asked about the possibility of replacing water main at the same time. There were questions of cost and timing and Chad replied that he would get estimates from the engineers and also look at when these projects were planned to occur. Chad also updated the group on the 28E agreement and various work to meet the expectations of that agreement. Each member had a copy of the spreadsheet that was developed by the City Manager. Chad stated that he and Board member Tacke were to meet the first week of June to work on integrating the two worksheets into one document for ease of use. Mike Schrock asked the Board if it would be possible to look at how delinquent accounts payments were distributed between waste water, storm water and water. Chad was instructed to ask Crystal how much money has been collected in the last year from delinquent accounts. The City's website and online billing were also discussed. Chad presented information to the group showing language that had been added to the payment site as requested by OMWD's legal counsel. Chad was asked if OMWD was indemnified by the third party vendor for data breach. Chad stated that he would check both with our insurance carrier and the third party vendor on this issue.

3. Next on the agenda was consideration and discussion of billing for Red Carpet Inn. There were no representatives in attendance for Red Carpet Inn. There were no motions made for action by the Board of Trustees.
4. Next on the agenda was an update of OMWD rules and regulations that related to billing and collections. The Board was presented the old code sections that dealt with these issues, sections 2.400 thru 2.435. These were to be replaced and updated with sections 2.400 thru 2.410. Chad informed the Board that the changes had been made by the Dickinson Law Firm in Des Moines. The Mayor asked about a couple of wording issues in two of the sections that may need to be altered to clean up the intent of each section. In section 2.400 in the 4<sup>th</sup> paragraph, 2<sup>nd</sup> sentence, "If not paid ten days of..." will be changed to "If not paid ten days after..." In section 2.403, 1<sup>st</sup> paragraph, 1<sup>st</sup> sentence, "...must be made two business..." will be changed to "...must be made at least two business..." These changes were then addressed with the motion to approve the changes. Mike Vore made a motion to replace old sections 2.400 thru 2.435 of the Oskaloosa Municipal Water Department's Rules and Regulations and replace them with the updated sections 2.400 thru 2.410 with the wording changes as discussed for section 2.400 and 2.403. Brad Hodges second the motion will all members voting yes. Motion passed.
5. General Manager's Update was next on the agenda. The group was updated on the public information meeting that had been held for the Carbonado Road project, water main replacement on Highway 23, and hydrant flushing.

6. Miscellaneous was the last agenda item. The Board was updated on the four leaks that had happened in the last month. There was a question about the possibility of putting together a program for the community to provide information and assistance with testing for lead. Mike Schrock indicated that there would be the possibility of applying for MCCF grant funding to help pay for something that would be for the betterment of Oskaloosa. Tom Jiminez asked about adding an agenda item for a leadership position to assist the General Manager with his duties both administratively and in field work. There was discussion by the group about the background and possible need for something of this nature.

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

ATTEST

Meeting Adjourned 4:37 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 May 23, 2016 at 3:00 PM with board members Carter, Hodges, and Vore present. The agenda was approved as presented. All members voting aye. Minutes of the 4/18/16 regular meeting, and 4/25/16 special 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.

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

Next on the agenda was Update OMWD Rules and Regulations, Billing and Collections Section 2.400 through 2.410. Motion by Vore to update old section 2.400 through 2.435 with new sections 2.400 through 2.410 with modifications to wording in section 2.400 in the 4<sup>th</sup> paragraph, 2<sup>nd</sup> sentence, "If not paid ten days of..." will be changed to "If not paid ten days after..." In section 2.403, 1<sup>st</sup> paragraph, 1<sup>st</sup> sentence, "...must be made two business..." will be changed to "...must be made at least two business..." the rest of the document as presented. Motion second by Hodges. Ayes all, motion passed.

The next two section were discussed, but no action was taken.

Motion was made for adjournment by Vore. Carter second the motion. Ayes all, meeting adjourned. 4:37 PM.

Brad Hodges, Secretary