

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
6/20/16

**Members Present:**

Jason Carter

Joe Ryan

Kevin Tacke

**Ex-Officio Members Present:**

Mayor Krutzfeldt

Tom Jiminez

Mike Schrock

**Others Present:**

Chad Coon

Crystal Breuklander

Ken Allsup

Hailey Brown

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

A motion was made by Jason Carter to approve the minutes of the 5/23/16 regular meeting. The motion was 2<sup>nd</sup> by Kevin Tacke. The motion carried with all ayes.

The attached vouchers totaling \$319,297.64 were presented for approval as well as Financial Statements. A motion was made by Kevin Tacke to approve the vouchers for payment. This was second by Jason Carter. The Financial Statements were also presented for approval. Motion by Jason Carter and second by Joe Ryan 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. Chad updated everyone on the a few items with regard to sewer operations. The first was that work had taken place on the digester at the southwest treatment plant to correct some plugged swivels and lines. Next he discussed the need for a more comprehensive SCADA system with callout features in the event of operational issues arising. He stated that he had been onsite in the basement of the digester when an alarm went off and the system lacked the ability to callout to staff, and staff were unaware that the alarm was going off as there is no external audible alarm. Chad also updated the Board and Ex-Officio members that staff was working on jetting and televising the sanitary and storm water collection systems as requested by Garden & Associates to help Garden finish their work on the collection system. The last item that Chad discussed was the 28E spreadsheet that would be used to track 28E progress. Chad and Kevin Tacke had been

working on this sheet recently to tie items together and provide some formatting that would change colors in cells once work had been acknowledged.

3. Next on the agenda was to modify OMWD Rules and Regulations, Billing and Collections Section 2.400. Chad explained that an incorrect amount had been used when this section was approved at the prior month's meeting. The amount that had been used was \$40 and the previous amount, and the amount staff wanted to maintain, was \$30. Motion to modify OMWD Rules and Regulations Section 2.400 from forty dollars (\$40) to thirty (\$30) as per past history was made by Kevin Tacke. Joe Ryan second the motion. Ayes all, motion carries.
4. The next agenda item was to consider and discuss the meeting date for the July Board of Trustees' meeting. Chad informed the Board that he would not be available for the meeting on July 18<sup>th</sup>. The members discussed alternative dates that would work should they choose to move the meeting date. Kevin Tacke made a motion to move the July meeting from July 18<sup>th</sup> at 3:00 PM to July 11<sup>th</sup> at 3:00 PM. Jason Carter second the motion. Ayes all, motion passed.
5. The agenda's next item was to consider and discuss the annual cost of living adjustment for OMWD's staff. Chad presented information to the group about what other organizations in the Oskaloosa area were providing for increases. Chad explained that this would be the last year of categorical across the board increases for staff as they would be implementing changes to move to a merit based system in the future. Jason Carter asked if there was a list of expectations that would help employees identify what they would need to do to gain the maximum increase for the coming year. There was discussion about developing goals for the employees and thinking about holding a quarterly checkpoint to help employees gauge where they are, how they are performing within their job and what performance measures are being used to assess them. The idea being to help employees meet their goals and also to determine if an employee needed redirection or removal from a position. Jason Carter made a motion to approve a 3% Cost of Living Adjustment effective July 1, 2016 for all employees. Kevin Tacke second the motion. Ayes all, motion passed.
6. General Manager's Update was next on the agenda. Chad talked to the group about confirming data breach coverage for online payments. He stated that Crystal had been working with OMWD's insurance agent, our software provider, as well as the company who would be processing the payments for us to determine coverage. He informed the group that coverage had been found and would be confirmed soon. As soon as all of this was in place, the online billing feature would be activated and the public would be able to pay their bill online. Chad expressed a need to sit down with the local media and get the story out about the move to monthly billing, as well as the online payment features.

7. The last agenda item was Miscellaneous. Chad updated everyone on the one leak that had occurred in the last month on 3<sup>rd</sup> Avenue East in the 1200 block.

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

ATTEST

Meeting Adjourned 3:53 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 June 20, 2016 at 3:00 PM with board members Carter, Ryan and Tacke present. The agenda was approved as presented. All members voting aye. Minutes of the 5/23/16 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.

Next on the agenda was Modify OMWD Rules and Regulations, Billing and Collections Section 2.400. Motion by Tacke to modify the fee in section 2.400 from forty dollars (\$40) to thirty dollars (\$30) as per past history. Motion second by Ryan. Ayes all, motion passed.

Next on the agenda was consideration and discussion of July meeting date. Motion by Tacke to move the July meeting date from July 18<sup>th</sup> to July 11<sup>th</sup>. Carter second the motion. Ayes all, motion carried.

Consideration and discussion of annual cost of living adjustment was next on the agenda.

Motion by Carter to approve a 3% increase effective July 1, 2016.

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

Motion was made for adjournment by Carter. Tacke second the motion. Ayes all, meeting adjourned. 3:53 PM.

Brad Hodges, Secretary