

OSKALOOSA WATER BOARD
REGULAR MEETING
12/10/12

Members Present:

Errin Keltner
Pete Settimi (via phone)
Joe Ryan

Others Present:

Chad Coon
Sheryl Tomlinson
Jason Van Zetten
Scottie Moore
Tom Walling
Doug Hunt
Charlie Comfort
Ken Alsup
Dave Krutzfeldt
Elwood Hanna

A motion was made by Errin Keltner and 2nd by Joe Ryan to approve the agenda as presented. The motion carried with all members voting yes.

The next item on the agenda was Discussion and Possible Action on Location of New Office. There was discussion between the Board members about which location to move to. The costs associated with each location were also discussed. The cost to temporarily move across the street to 214 South 1st was approximately \$3000, while the cost to move out to the modular home at 1208 South 7th Street was \$2000-\$2500. Motion by Pete Settimi to move the office to 1208 South 7th Street, in the modular home behind the new shop. Errin Keltner seconded the motion. Ayes all, motion passed.

Minutes of the 11/13/12 regular meeting were read. A motion was made by Errin Keltner to approve the minutes. The motion was 2nd by Pete Settimi. The motion carried with all members voting yes.

The attached vouchers totaling \$318,631.02 were presented for approval. A motion was made by Errin Keltner to approve the vouchers for payment. The motion was 2nd by Pete Settimi. The motion carried with all members voting yes. The Balance Statements were also reviewed. Motion by Errin Keltner and seconded by Pete Settimi to approve balance statements. Motion carried with all members voting yes.

1. The first item on the agenda was Customer Forum. Chad informed the Board that he had not received anything for discussion this month.
2. Next on the agenda was Approve Acceptance of the Annual Financial Report for Fiscal Year 2011/2012 as Prepared by Hunt & Associates, P.C. Doug Hunt was

on hand to present his findings to the Board. Doug went through different areas of the audit, and concluded noting that with regard to the internal control deficiencies, and instances of non-compliance, that there were no issues to report. Errin Keltner made a motion to approve acceptance of the Annual Financial Report for Fiscal Year 2011/2012. Pete Settimi seconded the motion. Ayes all, motion passed.

3. The next item on the agenda was Discussion and Possible Action on New Service Fee for Delinquent Accounts. Chad presented this issue to the Board and explained that he felt it was a means to be able to collect a higher amount of money owed to both the Water Department and also the City for delinquent accounts. The Water Department would start working with the State of Iowa Income Offset Program and there was a \$7 administrative fee charged by the State. Chad explained that he would like to see the Department pass the cost of that fee along to the delinquent customer. Chad explained that Sheryl had been in contact with the city clerks from both Oskaloosa and Prairie City who currently use this program and that there were good reports for its use. Joe Ryan asked Chad if the Water Department should inquire with the City to see if they were in favor of this fee or opposed. Pete Settimi made a motion to approve the administrative fee of \$7 for delinquent accounts pending the approval of the City. Errin Keltner seconded the motion. Ayes all, motion passed.
4. General Manager's Update was next on the agenda. Chad presented a proposal for web design work from Smart Guys Design. Joe asked Chad to get a list of references from this company and to talk to the City about who they used for their redesign. Chad informed the Board that the new GIS/GPS unit had been delivered and that the staff had started collecting data for the map. He then showed the Board what the site looked like in its web format. Chad then presented four options to look at for upcoming capital projects on the distribution system. One was to replace a large section of 12" main out to the industrial park on the southeast side of town, one was to replace main from B Avenue East to K Avenue East on North 4th Street. Another one was to replace main on North and South L Street from D Avenue West to 3rd Avenue West, and also down High Avenue West. The last project was to tie together two dead ends. Maple Ridge fire line and Golfview Estates line. Chad talked to the Board about the reasons for each project, be it pipe failure or increased fire flows. Chad updated the Board about design work on the new offices for the Water Department. Chad also talked to the Board about the public notice to sell the modular home behind the new shop, and the fact that with that being the temporary location for the offices we will wait to sell that structure. Chad said that he had contacted two companies for quotes on well rehabilitation and was awaiting word back from them. Chad then talked to the Board about the Shared Services Study and the need of PFM, the company completing the study, to know when the Board members would be

available during January 7th and 8th, and the week of the 14th. Joe said that he was gone on the 8th and that the week of the 14th would be better for him. Pete said that he would be gone the first three weeks of the year, but may be able to come back in early on a Friday, maybe the week of the 14th. Errin said that he would be available during that time. Chad commented that he would forward those answers on to PFM.

5. The last agenda item was Miscellaneous. Chad talked to the Board about the leaks that the department had seen in the last month. He also commented about having a leak locating contractor listen to the 12” line out by the old sale barn and not being able to hear a leak on that line.

There being no further items to discuss, it was moved by Errin Keltner and second by Pete Settimi to adjourn.

ATTEST

Meeting Adjourned 5:54 PM

Joe Ryan – Chairman

Pete Settimi – Secretary