

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
3/16/15

**Members Present:**

Jon Zobel  
Mike Vore (via phone)

**Others Present:**

Chad Coon  
Crystal Breuklander  
Justin Scholtus  
Jim Anderson

A motion was made by Mike Vore and 2<sup>nd</sup> by Jon Zobel to approve the agenda as presented. The motion carried with all members voting yes.

Minutes of the 2/17/15 regular meeting were read. A motion was made by Mike Vore to approve the minutes. The motion was 2<sup>nd</sup> by Jon Zobel. The motion carried with all members voting yes.

The attached vouchers totaling \$209,567.46 were presented for approval. A motion was made by Mike Vore to approve the vouchers for payment. The motion was 2<sup>nd</sup> by Jon Zobel. The motion carried with all members voting yes. The Financial Statements were also reviewed. Motion by Mike Vore and second by Jon Zobel to approve financial statements. Motion carried with all members voting yes.

1. The first agenda item was Customer Forum. There were no items presented.
2. The next agenda item was Approve Annual Property and Casualty Insurance Package. Jim Anderson with Anderson Insurance Services was on hand to discuss the renewal options with the Board. There were two options for coverage; Proposal #1 had P&C with Continental Western Group and the worker's compensation coverage with BitCo National Insurance Company for \$48,738, and Proposal #2 was to keep all coverage with Continental Western Group for \$51,314. There were questions about switching the worker's compensation coverage to a new carrier and how financially sound the company appeared. Chad had recommended approval of Proposal #1 to the Board. Motion by Mike Vore to approve Proposal #1 in the amount of \$48,738. Second by Jon Zobel. Ayes all, motion passed.
3. Consideration and Discussion of Capital Purchase for Rubber Tired Backhoe was next on the agenda. There was discussion between the Board members and staff about the specifications of the new machine to be purchased, specifically the wide track option for the Case 580 SN. Justin Scholtus informed the Board that this option would provide a safer operating environment for excavating and avoiding tip-over issues. Motion by

Mike Vore to approve purchase of the Case 580 SN model with the wide track option for \$37,300. Second by Jon Zobel. Ayes all, motion passed. Chad was instructed to go back and talk to the vendors and try to negotiate a better price as the amount approved was outside of the budgeted amount for this piece of equipment.

4. Consideration and Discussion of Water Meter Replacement was next on the agenda. Chad presented information that he had gathered regarding bench testing of meters that had been pulled. He stated that the data was almost all within spec of what AWWA would recommend for new meters. He then discussed the overall drop in non-revenue water loss. There was discussion about the link between the number of leaks last year versus this year and the corresponding drop in lost water. Mike asked if there were any companies that specialized in determining if meters actually needed changed, what resources were available to help, and how to move forward. He then asked that a special meeting be scheduled for the following week to discuss this specific agenda item. Jon talked about a new technology that Cargill was implementing for acoustic leak detection and thought it may be something OMWD would want to follow up on for more information. There was no further action on this item at this time.
5. The next agenda item was Consideration and Discussion of Request For Qualifications for Carbonado Road Project Engineering Services. Chad presented information he had received from Garden & Associates that would give the Board a guideline to follow through the RFQ process. He listed 5 engineering firms that specialize in water/waste water design, Garden & Associates, HR Green, Fox Engineering, Veenstra & Kimm and McClure Engineering. Mike asked that French-Reneker be added to the list to receive the RFQs. Motion by Jon Zobel to approve the RFQ documentation and send it out to the five firms on the list plus French-Reneker. Mike Vore second the motion. Ayes all, motion passed.
6. General Manager's Update was next on the agenda. Chad updated the Board on the Water/Waste Water Working committee meetings. He shared the cash flow spreadsheets with the Board that PFM had developed showing three different options for rates and cash flows to continue with meeting the needs for capital improvement spending. Chad asked the Board about the water bills for the Mahaska County Emergency Management Agency, and how they would like to respond to the request from MCEMA. Both Board members stated that the status for this organization should remain the same as all other county organizations and that they should continue to pay the full amount of the bill. Chad also updated the Board on the cleaning of wells 22 and 25. He stated that the well company had offered an optional process and that he was determining the best route to proceed given what was left in the budget. He also let the Board know that the logging activities at the plant were ahead of schedule which was good for OMWD's income for 2014-2015, but would have a negative impact on next year's budget as some of this

income was slated to be received next year and at this time it appears all of the income will be realized during the course of 2014-2015. Lastly, Chad informed the Board that he had hired a new Customer Service Representative for the office.

7. Miscellaneous was the last agenda item. Chad informed the Board that there had been one leak in the last month. Mike asked if it was on steel main and Chad confirmed that it was, and only six inches away from a leak that had happened in the last two years on the same pipe. Chad also let the Board know that he was progressing forward with plans to change out the filter media in filter #1 at the treatment plant. Mike asked if this was the same filter that had been recently changed. Chad replied that filter #2 was the last filter that had a media change-out in 2011.

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

ATTEST

Meeting Adjourned 5:08 PM

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Joe Ryan – Chairman

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Jon Zobel – Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday, March 16, 2015 at 4:00 PM with board members Vore (via phone) and Zobel present. The agenda was approved as presented. Minutes of the 2/17/15 regular meeting were approved as presented, all ayes.

Following Warrants Allowed: **(see attached sheet)**

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

Next on the agenda was Approve Annual Property and Casualty Insurance Package. Motion by Vore to approve proposal #1 for \$48,738 with property and casualty to stay with Continental Western Group and worker's compensation to move to BitCo National Insurance Company. Zobel second. Ayes all, motion passed.

Consideration and Discussion of Capital Purchase for Rubber Tired Backhoe was next on the agenda. Motion by Vore to approve purchase of a 2015 Case 580 SN through Titan Machinery for \$37,300. Second by Zobel. Ayes all, motion passed.

Next on the agenda was Consideration and Discussion of Water Meter Replacement. There was no action taken by the Board.

Consideration and Discussion of Request For Qualifications for Carbonado Road Project Engineering Services. Motion by Zobel to approve the list of engineering firms with the addition of French-Reneker. Second by Vore. Ayes all, motion carried.

The next two agenda items saw several things discussed with no action taken by the Board of Trustees.

There was a motion for adjournment made by Mike Vore and a second by Jon Zobel. Ayes all, meeting adjourned. 5:08 PM.

Jon Zobel, Secretary