

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
6/15/15

**Members Present:**

Mike Vore  
Brad Hodges  
Joe Ryan

**Others Present:**

Chad Coon  
Crystal Breuklander  
Amy Miller  
Ken Allsup

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

Minutes of the 5/18/15 regular meeting were read. A motion was made by Mike Vore to approve the minutes. The motion was 2<sup>nd</sup> by Brad Hodges. The motion carried with all members voting yes.

The attached vouchers totaling \$373,335.95 were presented for approval. A motion was made by Joe Ryan to approve the vouchers for payment. The motion was 2<sup>nd</sup> by Brad Hodges. The motion carried with all members voting yes. The Financial Statements were also reviewed. Motion by Mike Vore and second by Brad Hodges to approve financial statements. Motion carried with all members voting yes.

1. The next agenda item was Customer Forum. There were no items presented.
2. The next item was Consideration and Discussion of OMWD Reserve Requirement. Chad presented the Water Enterprise Fund Worksheet that had been modified to show a reserve requirement of \$1,000,000.00 beginning in the FY 2014-2015. This was merely a point in time that was used for demonstration and discussion purposes. There was discussion between the Board members about what the needs for this item should be and how to best go about ensuring that that amount was available. The Board briefly discussed the cash flow model that was presented at an earlier Wasterwater/Water Working Committee meeting and asked Chad to resend that information to the Board for their further review. There was no formal action taken on this item.
3. Consideration and Discussion of Potential Need for Distribution Position was next on the agenda. Chad presented information to the Board regarding this topic. Mike Vore asked Chad if he had discussed this matter with the City Manager yet and suggested that be a step that is also taken to determine future needs within the City's Waste Water system. Chad also asked the Board how they felt the position should be filled when necessary,

through a temporary service or with a full-time permanent replacement. The Board was in agreement that it made sense to fill it with a full-time permanent position. The Board wanted to table further discussion until more information was available. Motion to table until the next Board meeting was made by Brad Hodges and second by Mike Vore. Ayes all, item tabled.

4. The next item on the agenda was discussing when to hold the regular meeting for July as Chad would not be available for the meeting on the 20<sup>th</sup>. This brought about a larger discussion about when also to meet again to discuss the 28E agreement in greater detail. There was a motion by Joe Ryan to change the July meeting date from July 20<sup>th</sup> to July 13<sup>th</sup> and to hold a work session on July 6<sup>th</sup> to discuss the 28E agreement with the City of Oskaloosa. Brad Hodges second, ayes all, motion passed.
5. Discussion of the draft 28E agreement with the City of Oskaloosa was next on the agenda. Chad presented information from OMWD's legal counsel highlighting 4 points for further discussion. Chad briefly discussed these with the Board. Amy Miller, City Clerk for the City of Oskaloosa, was present and was asked for some input on these items. The Board then decided to review the document and have comments back to Chad by June 24<sup>th</sup> to allow him the ability to forward the collected comments onto OMWD's counsel. There was no formal action taken by the Board of Trustees.
6. The next agenda item involved a discussion about the size of the Board of Trustees for the Oskaloosa Municipal Water Department. Mike stated that he could see both sides of the issue regarding the size of the Board. He understood how having a total of 5 members would allow each member the ability to talk to another member of the Board outside of a regularly scheduled meeting for greater communication, and he stated that he could see how it might be a hindrance trying to gain unified support. Brad Hodges stated that he sees a need for a larger Board once the agreement is in place. Joe Ryan also stated that he could wait for now. Chad was instructed to inform the City Manager that the OMWD Board of Trustees was not opposed to increasing the size of the Board, but they would like to wait and see how things move forward with the 28E Agreement. There was no formal action taken by the Board.
7. The annual cost of living adjustment was next on the agenda. Chad presented information to the Board from local and surrounding communities regarding what those communities were doing for adjustments. Motion from Brad Hodges to approve a 3% Cost of Living Adjustment for Fiscal Year 2015-2016. Second by Mike Vore. Ayes all, motion carried.
8. Discussion of Updated Employee Manual was next. Chad presented the updated employee to the Board as prepared by Ahlers & Cooney. He highlighted some of the

changes that were made and touched on some areas that were completely new to the manual. Chad stated that there were a few items that needed to be addressed as they no longer apply to work situations at OMWD. The Board wanted more time for review of the document and took no formal action.

9. There was a list of items that the Board were updated on for General Manager's Update. Chad talked to the Board about the need to update OMWD's Preliminary Engineering Report and how that could play a role in winning CDBG monies. He also discussed the need to replace the computer and plant operating system at the Water Treatment Plant. He updated the Board on meters and programs that different manufacturers had to assist OMWD in deciding when to replace meters and possible payback.
10. Miscellaneous was the last agenda item. Chad updated the Board on the search for candidates for the two new positions to assist wastewater and the two water main breaks that had occurred in the last month.

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

ATTEST

Meeting Adjourned 5:55 PM

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Joe Ryan – Chairman

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Mike Vore – Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday, June 15, 2015 at 4:00 PM with board members Vore, Ryan and Hodges present. The agenda was approved as presented. All members voting aye. Minutes of the 5/18/15 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 Consideration and Discussion of OMWD Reserve Requirement. No formal action was taken by the Board.

Consideration and Discussion of Potential Need for Distribution Position was next on the agenda. Motion to table by Brad Hodges, second by Mike Vore. Ayes all, item tabled.

Consideration and Discussion of Possible Meeting Date for July Board of Trustees Meeting was next. Motion by Joe Ryan to move regular Board meeting from July 20<sup>th</sup> to July 13<sup>th</sup> and hold a work session on July 6<sup>th</sup> to discuss 28E Agreement with the City of Oskaloosa. Second by Brad Hodges. Ayes all, motion carried.

Discussion of Draft 28E Agreement with City of Oskaloosa was next. No formal action was taken by the Board.

Consideration and Discussion Regarding Size of Water Department Board of Trustees was next on the agenda. No formal action by the Board.

Consideration and Discussion of Annual Cost of Living Adjustment was next. Motion to approve a 3% C.O.L.A. for Fiscal Year 2015-2016 made by Brad Hodges and second by Mike Vore. Ayes all, motion passed.

General Manager's Update and Miscellaneous were the last two items on the agenda. There was no action taken on either item by the Board of Trustees.

Motion was made for adjournment by Mike Vore. Brad Hodges second the motion. Ayes all. Meeting adjourned. 5:55 PM.

Mike Vore, Secretary