

OSKALOOSA WATER BOARD
REGULAR MEETING
3/11/19

Members Present:

Brad Hodges
Nick Jones (arrived 4:03)
Brandon Strasser
Kevin Tacke (via phone)

Ex-Officio Members Present:

Dave Krutzfeldt (arrived 4:37)

Others Present:

Chad Coon
Crystal Breuklander
Lyndsey Michel
Jack Pope
Ken Allsup
Jim Anderson
Joe Lancello

The meeting was called to order at 4:01 PM.

Motion by Kevin Tacke with a second from Brandon Strasser to approve the agenda as presented. Ayes; Hodges, Strasser and Tacke. Nays; none. Absent; Carter and Jones. Motion carried.

A motion was made by Brandon Strasser to approve the minutes of the 2/11/19 regular meeting as presented. Second by Brad Hodges. Ayes; Hodges, Strasser and Tacke. Nays; none. Absent; Carter and Jones. Motion passed.

Board member Nick Jones entered the meeting during the discussion of invoices and financial statements.

The attached vouchers totaling \$375,379.12 were presented for approval as well as Financial Statements. A motion was made by Brad Hodges to approve the vouchers for payment and to also approve the Financial Statements. This was second by Brandon Strasser. Ayes; Hodges, Jones, Strasser and Tacke. Nays; none. Absent; Carter. Motion carried.

1. Customer Forum was the next agenda item. There were no items presented to the Board of Trustees.
2. Lyndsey Michel, 304 15th Avenue East, was in attendance to discuss a high water bill with the Board. Chad provided information to the Board regarding what had been found to be the cause of the high usage, a water powered backup sump pump. Chad further explained that OMWD had failed to get a water meter reading when first called by the property owner which led to continued issues with consumption. Nick Jones asked if there was a policy regarding standardized operations for checking meters in situations like this. Chad explained that there were no formal policies for situations like this. Nick asked that a policy be developed for issues of this nature. Further, there was a motion by Brad Hodges to reduce the water portion of the bill by ½ and to set up payment arrangements on the balance as well as advising the City Council that the Board was recommending a sewer reduction to normal consumption and waiving the difference

between abnormal and normal. Brandon Strasser second this motion. Ayes; Hodges, Jones, Strasser and Tacke. Nays; none. Absent; Carter. Motion passed.

3. The next agenda item was public hearing for proposed CIP project, A Avenue West, Hwy 432, and North L Street water main replacement. Motion by Brad Hodges and second from Nick Jones to open the public hearing. Ayes; Hodges, Jones, Strasser and Tacke. Nays; none. Absent; Carter. Public hearing opened at 4:27 P.M. There were no comments received. Motion to close the public hearing was made by Brad Hodges with a second from Brandon Strasser. Ayes; Hodges, Jones, Strasser and Tacke. Nays; none. Absent; Carter. Public hearing closed at 4:28 P.M.
4. Next on the agenda was to consider and discuss awarding the tabulated bids for A Avenue West, Hwy 432, and North L Street water main replacement project. Jack Pope was in attendance to discuss the bids with the Board of Trustees and had provided the recommendation to approve awarding the bids to KLC Construction. Nick Jones asked about the possibility of change orders during the construction process. There was also discussion about needing to obtain an easement from Crown Court and that they were asking for \$18,000 which was significantly higher than what the City has been offering per square foot for permanent easements. There was a motion from Brad Hodges to accept the bid from KLC Construction and to award the contract in the amount of \$583,080.00. Kevin Tacke second the motion. Ayes; Hodges, Jones, Strasser and Tacke. Nays; none. Absent; Carter. Motion passed.
5. Consideration and discussion of annual property and casualty insurance renewal was the next agenda item. Jim Anderson was in attendance to present his renewal to the Board of Trustees. Jim's quote was the only quote that had been provided to the Board for consideration. Motion by Brad Hodges and second by Nick Jones to accept the policy renewal from Jim Anderson as well as increase the policy limits to \$15,300,000 to reflect the new property valuations. Ayes; Hodges, Jones, Strasser and Tacke. Nays; none. Absent; Carter. Motion carried.
6. Consideration, discussion, and opening of bids for the 2019 water treatment plant mowing services was the next agenda item. Brad Hodges opened the 4 bids that were received and read the bid amount per mowing. Those were as follows:

Gilbert Lawn Care & Snow Removal	\$1245/mow
DB Landscaping	\$1200/mow
Ground Pro LLC	\$650/mow
L.A. Lawn Care Eddyville	\$590/mow

L.A. Lawn Care was the apparent low bidder, however, they also stipulated 24 mowings for the season and there was question as to whether the bid amount was based on charging for 24 mowings even during potential dry seasons. Crystal was directed to contact L.A. Lawn Care and follow up with clarification before moving forward with awarding bids at the next Board meeting.

7. Introduction of Resolution #1907, Resolution setting a Public Hearing before the Oskaloosa Water Board on the matter of accepting bids for mowing services was the next agenda item. Brad Hodges read and introduced the resolution. Motion by Brandon Strasser to approve the resolution with a second by Nick Jones. Ayes; Hodges, Jones, Strasser and Tacke. Nays; none. Absent; Carter. Motion passed.
8. Next up was the discussion of waste water operations. Chad had provided information in the agenda packets as to the month's operations and asked if there were any questions. Nick asked if Chad could go into more detail about the copper issue that was found and how it can be handled moving forward. The discussion involved Mayor Krutzfeldt as well from the aspect of community relations with William Penn University and future negotiations about how to pay for removing the copper from the waste stream in order to meet NPDES permit limits. There was no action taken by the Board.
9. General Manager's Update was next on the agenda. There was a question about a potential leak at the corner of North Market and B Avenue East and the timing of possible repairs. Brad Hodges provided another name for staff to consult with in determining IT solutions for the water department. There was no action taken by the Board of Trustees.
10. Updates from members of the Board of Trustees was the next agenda item. Kevin Tacke shared that he had been approached by some employees in regard to an issue which he had consulted with the water department's lawyer. He shared that he had spoken to Chad about the issue as it was within Chad's level of responsibility to handle. Nick advised that he would be out of country for the April Board meeting and asked to set up a conference call for the meeting so he could be included. There was no action taken by the Board.
11. Next was an item to go into closed session to discuss a personnel issue. Brandon Strasser made the motion to enter closed session. Brad Hodges second the motion. Ayes; Hodges, Jones, Strasser and Tacke. Nays; none. Absent; Carter. Closed session began at 5:06 P.M. After discussing the matter in closed session, there was a motion to re-enter open session made by Brandon Strasser and second by Kevin Tacke. Ayes; Hodges, Jones, Strasser and Tacke. Nays; none. Absent; Carter. Open session re-entered at 5:29 P.M.
12. The next item was to consider and discuss possible action on the General Manager's employment contract. There was no action taken, but the Board Chair was going to meet with the General Manager later in the week to sit down and discuss next steps. Chad was asked to call Mike Schrock and advise him of the issue as it was discussed in the closed session and how it relates to the 28E agreement between OMWD and the City.

There being no further items to discuss, it was moved by Brad Hodges and second by Brandon Strasser to adjourn. Ayes; Hodges, Jones, Strasser and Tacke. Nays; none. Absent; Carter.
Meeting adjourned

ATTEST

Meeting Adjourned 5:29 PM

Kevin Tacke – Chairman

Brad Hodges– Secretary

OSKALOOSA WATER BOARD
SPECIAL MEETING
3/25/19

Members Present:

Jason Carter
Brad Hodges
Nick Jones
Brandon Strasser
Kevin Tacke

Others Present:

Crystal Breuklander
Chad Coon
Ken Allsup

Ex-Officio Members Present:

Mike Schrock
Dave Krutzfeldt

The meeting was called to order at 4:06 PM.

Kevin Tacke asked if the agenda needed to be amended to include an item to accept the resignation of General Manager Chad Coon. After some discussion it was determined that this would be an item added to the next agenda for action and it would be retroactive to the date that the resignation was received by the Board members. Motion by Brad Hodges to approve the agenda as presented. This was second by Nick Jones. Ayes; Carter, Hodges, Jones, Strasser and Tacke. Nays; none. Absent; none. Motion passed.

1. The next item on the agenda was to consider and discuss a recruiting firm for filling the upcoming General Manager vacancy. Chad presented information to the group from 2 different firms that perform professional recruitment. There was a discussion amongst the group about how to proceed. Should the Board perform the search using the likes of the Iowa Section of the American Water Works Association website as well as others like it across the state, or use LinkedIn, or go with a search firm to fill the vacancy. After considerable time, there was a motion to move forward using Byrnes & Rupkey to fill the vacancy subject to a meeting with and final approval of the Board that was made by Jason Carter and second by Nick Jones. Ayes; Carter, Hodges, Jones, Strasser and Tacke. Nays; none. Absent; none. Motion passed.
2. Next on the agenda was the consideration and discussion of entering into a consulting agreement with Chad Coon for post-employment services. During this discussion there was talk about appointing an interim GM to keep continuity of operations. Chad provided the name of a current employee who he felt would be able to step in and help with this task. As the discussion continued, Chad was asked how much time he would be

allowed by his new employer to come back and provide assistance until the new GM was appointed and able to start. Chad stated that he needed to check with them and he would let the Board know. There was discussion about having David Dixon draw up the consulting agreement between the Board and Chad and that it include a timeframe for ending as well as agreed upon cost for services. There was a motion by Kevin Tacke and a second from Nick Jones to have David Dixon draft a consulting agreement between the Oskaloosa Municipal Water Department Board of Trustees and Chad Coon that included a termination of the agreement 30 days after a new General Manager has started. This was second by Nick Jones. Ayes; Carter, Hodges, Jones, Strasser and Tacke. Nays; none. Absent; none. Motion passed.

3. Next on the agenda was updates from members of the Board of Trustees. There were a few items that were discussed. One was the status of the hiring(s) and firing(s) that had occurred in the last couple of weeks. Chad provided a brief synopsis of those events. There was a question about the status of a policy being drafted for office operations in the wake of a high water bill that the Board had addressed at a previous meeting. There was also a question in regard to this about any kind of insurance policy that was available to homeowners. There was discussion about some of the different types whether they be commercially available or done in-house. There was no action on any of these topics.

There being no further items to discuss, it was moved by Jason Carter and second by Brad Hodges to adjourn. Ayes; Carter, Hodges, Jones, Strasser and Tacke. Nays; none. Absent; none. Meeting adjourned

ATTEST

Meeting Adjourned 5:23 PM

Kevin Tacke – Chairman

Brad Hodges– Secretary

The Oskaloosa Water Department Board of Trustees met in special session Monday March 25, 2019 with board members Carter, Hodges, Jones, Strasser and Tacke present. The meeting was called to order at 4:06 PM. The agenda was approved as presented. Ayes Carter, Hodges, Jones, Strasser and Tacke. Nays; none. Absent; none. Motion carried.

Next item on the agenda was consideration and discussion of selecting a recruiting firm to fill General Manager position. Motion by Carter, second by Jones, to move forward with hiring Byrnes & Rupkey subject to meeting and final approval of the Board. Ayes; Carter, Hodges, Jones, Strasser and Tacke. Nays; none. Absent; none. Motion passed.

Next item had a motion from Tacke to have David Dixon draft an agreement between the Oskaloosa Municipal Water Department Board of Trustees and Chad Coon for post-employment consulting services to include termination of agreement 30 days after the start of a new General Manager. Jones second the motion. Ayes; Carter, Hodges, Jones, Strasser and Tacke. Nays; none. Absent; none. Motion passed.

The next agenda item saw no action from the Board.

Motion was made for adjournment by Carter and second by Hodges. Ayes; Carter, Hodges, Jones, Strasser and Tacke. Nays; none. Absent; none. Meeting adjourned. 5:23 P.M.

Brad Hodges, Secretary

OSKALOOSA WATER BOARD
SPECIAL MEETING
3/29/19

Members Present:

Jason Carter
Brad Hodges
Kevin Tacke

Others Present:

Chad Coon
Ken Allsup
Katy McCracken
Kristy Staggs
Matt Van Wyk
Joe Lancello

Ex-Officio Members Present:

Dave Krutzfeldt

The meeting was called to order at 4:01 PM.

Motion to approve agenda as presented made by Jason Carter and second by Brad Hodges. Ayes; Carter, Hodges, and Tacke. Nays; none. Absent; Jones and Strasser. Motion passed.

Next agenda item was consideration and discussion of entering into agreement with Byrnes & Rupkey for executive search to fill General Manager's position. Kristy Staggs and Katy McCracken were present to discuss this issue with the Board. They provided information about their firm and answered questions about the different types of search that could be performed. There was a lengthy discussion about the merits of an exclusive retained search versus a retained search. As part of this discussion Jason Carter stated that he wanted everyone to go through the same process and that if the exclusive retained search were used, Byrnes & Rupkey would be able to provide that reassurance. As such, there was a motion made by Jason Carter to approve a contract with Byrnes & Rupkey to fill the position of General Manager for the Water Department with an exclusive retained contract. Second by Brad Hodges. There was a question of clarification asked by Brad Hodges about performing just the retained search and Kevin Tacke also asked about the difference and wanting the vetting process to be uniform for all applicants. Brad Hodges then asked about a guarantee for the placement services. Kristy Staggs stated that they could provide a guarantee and that usually it was for 6 months in length. Brad Hodges stated that he would like a 9-month guarantee. Kristy Staggs agreed that it would be included in the contract. Jason Carter amended his motion to include a 9-month guarantee in the contract for an exclusive retained search to be performed by Byrnes & Rupkey for the General Manager's position. Brad Hodges second the motion. Ayes; Carter, Hodges, and Tacke. Nays; none. Absent; Jones and Strasser. Motion passed.

Next on the agenda was consideration and discussion of accepting the resignation from current General Manager Chad Coon. Chad had presented his resignation to the Board at the meeting held on March 11th during closed session, but there was a need to formally accept the resignation by the Board of Trustees. Kevin Tacke made a motion to accept the resignation of Chad Coon as presented. Jason Carter second the motion. Ayes; Carter, Hodges, and Tacke. Nays; none. Absent; Jones and Strasser. Motion passed.

Next on the agenda was the consideration and discussion of appointing an Interim General Manager for the Water Department. Matt Van Wyk was presented to the Board by Chad Coon as the internal candidate that he was recommending for the position of Interim General Manager. Chad discussed Matt's background with the utility and how he had progressed up the ranks in the 5 years he had been employed by the Water Department. This included his work as Collections Supervisor for the Waste Water side of operations for the last 2 years. There were questions back and forth between the Board members and Matt regarding what the vision of the position was as well as different duties that would be expected. There was a motion to approve Matt Van Wyk as the interim General Manager effective April 9th until the start of the next hired General Manager, wage to be set at the Board meeting on April 8th, 2019, made by Kevin Tacke and second by Brad Hodges. Ayes; Carter, Hodges, and Tacke. Nays; none. Absent; Jones and Strasser. Motion passed.

Next was updates from members of the Board of Trustees. There was a question about filling recent openings at the department. There was no action taken by the Board.

There being no further items to discuss, it was moved by Brad Hodges and second by Jason Carter to adjourn. Ayes; Carter, Hodges, and Tacke. Nays; none. Absent; Jones and Strasser. Meeting adjourned

ATTEST

Meeting Adjourned 5:06 PM

Kevin Tacke – Chairman

Brad Hodges– Secretary

The Oskaloosa Water Department Board of Trustees met in special session Friday March 29, 2019 with board members Carter, Hodges, and Tacke present. The meeting was called to order at 4:01 PM. The agenda was approved as presented. Ayes; Carter, Hodges, and Tacke. Nays; none. Absent; Jones and Strasser. Motion carried.

Next agenda item was consideration and discussion of entering into agreement with Byrnes & Rupkey for executive search to fill General Manager's position. Motion by Carter to approve contract with Byrnes & Rupkey to fill position of General Manager for the Water Department with an exclusive retained contract. Hodges second. Upon further discussion, motion amended by Carter to include a 9-month guarantee, amendment second by Hodges. Ayes; Carter, Hodges, and Tacke. Nays; none. Absent; Jones and Strasser. Motion carried.

Next agenda item was to accept resignation of Chad Coon. Motion by Tacke to accept resignation of Chad Coon, second by Carter. Ayes; Carter, Hodges, and Tacke. Nays; none. Absent; Jones and Strasser. Motion carried.

Next item was consideration and discussion of appointing Interim General Manager. Motion by Tacke and second by Hodges to appoint Matt Van Wyk Interim General Manager effective April 9, 2019, until start of next hired General Manager, wage to be set at the April 8th Board meeting. Ayes; Carter, Hodges, and Tacke. Nays; none. Absent; Jones and Strasser. Motion carried.

The last agenda item saw no action taken by the Board of Trustees.

Motion was made for adjournment by Hodges and second by Carter. Ayes; Carter, Hodges, and Tacke. Nays; none. Absent; Jones and Strasser. Meeting adjourned. 5:06 P.M.

Brad Hodges, Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday April 8, 2019 with board members Carter, Strasser, and Tacke present. The meeting was called to order at 4:06 PM. The agenda was approved as presented. Ayes; Carter, Strasser, and Tacke. Nays; none. Absent; Hodges and Jones. Motion carried. Approved minutes of the 3/11/19 regular meeting and 3/25/19 and 3/29/19 special meetings as presented. Ayes Carter, Strasser and Tacke. Nays; none. Absent Hodges and Jones; motion carried. Invoices and financial statements were approved for payment. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Motion passed.

Following Warrants Allowed: (see attached sheet)

The next item on the agenda was Customer Forum. There were no items presented to the Board. Public hearing for mowing contract for water treatment plant grounds was next on the agenda. Public hearing opened at 4:17 PM, there were no comments received. Public hearing closed at 4:17 PM.

Next on the agenda was consideration and discussion of entering into contract for mowing services with L.A. Lawn Care. Motion by Carter with second by Strasser to approve contract with L.A. Lawn Care for mowing services at the water treatment plant for \$590/mow. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Motion passed.

Consideration and discussion of pay application #8 from Dave Schmitt Construction Company, Inc. for South D water main replacement was the next agenda item. Motion to approve pay application #8 to Dave Schmitt Construction Company, Inc. in the amount of \$109.53 was made by Tacke and second by Strasser. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Motion passed.

Next item was updating OMWD Rules and Regulations Sections 2.7, 2.26, and 2.40. Motion to approve changes to the Rules and Regulations as presented with inclusion of the following wording to Section 2.26, "This will be done by end of the following business day" and changing the word "reduce" to "convert" in Section 2.40, all to be effective immediately, made by Tacke and second by Carter. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Motion passed.

Next agenda item was consideration and discussion of providing contingency funding for A Avenue West, Hwy 432, and North L Street water main replacement project. Motion to approve \$50,000.00 contingency for A Avenue West, Hwy 432, and North L Street project under the General Manager's capacity made by Tacke and second by Strasser. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Motion passed.

Next agenda item was for a post-employment consulting agreement with Chad Coon. Motion to approve a lease at 2077 Hwy 63 between OMWD and Chad Coon for term dated May 1, 2019 expiring July 31, 2019. Rent in the amount of \$910.00 for the term, no security deposit, landlord to pay electric and garbage and tenant to pay natural gas, water and telephone/cable/internet, and

all other terms per the lease as written, was made by Carter and second by Tacke. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Motion passed.

This same agenda topic also had a motion to approve consulting services with Chad Coon as presented with additional language provided from Hodges email made by Strasser and second by Tacke. Motion amended by Strasser to include a start date of May 4, 2019 and changing the wording of item #2 from “shall” to “may” and adding “at the discretion of the new General Manager” to the same item number. Amended motion second by Tacke. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Motion passed.

The next three agenda items, discussion of waste water operations, General Manager’s update, and updates from members of the Board of Trustees saw discussion but no action from the Board.

The next agenda item was a closed session under Iowa Code 21.5(1)(i)(2012). Motion to enter closed session was made by Carter and second by Tacke. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Closed session entered at 5:13 PM. Motion to re-enter open session was made by Tacke and second by Carter. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Open session re-entered at 5:34 PM.

Next on the agenda was possible action on wage for Interim General Manager. Motion by Tacke to establish rate of pay for Interim General Manager Matt Van Wyk as \$38.69 per hour effective April 9, 2019 until the start of the next General Manager. This was second by Strasser. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Motion carried.

The agenda item for another closed session was not used, there was no action taken. There was also no action taken on the last agenda item on potential action as it relates to the search for General Manager candidates.

Motion was made for adjournment by Strasser and second by Carter. Ayes; Carter, Strasser and Tacke. Nays; none. Absent; Hodges and Jones. Meeting adjourned. 7:53 P.M.

Brad Hodges, Secretary