

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

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

OSKALOOSA WATER BOARD
REGULAR MEETING
5/13/19

Members Present:

Jason Carter
Kevin Tacke
Brandon Strasser
Nick Jones
Brag Hodges

Others Present:

Ken Allsup
Ken Mortenson
Doug Yates

Ex-Officio Members Present:

Mike Schrock
Dave Krutzfeldt

The meeting was called to order at 4:02 PM

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

A motion was made by Kevin Tacke to approve the minutes of the April 8, 2019 regular meeting as presented. Second by Brandon Strasser. Ayes; Carter, Hodges, Jones, Strasser, and Tacke. Nays; none. Motion passed.

The attached vouchers totaling \$730,355.33 were presented for approval as well as Financial Statements. A motion was made by Jason Carter to approve the vouchers for payment and to also approve the Financial Statements. This was second by Brad Hodges. Ayes; Carter, Hodges, Jones, Strasser, and Tacke. Nays; none., motion carried.

1. Customer Forum was the next agenda item. There were no items presented to the Board of Trustees.
2. Next on the Agenda was discussion and consideration of pay app #1 for KLC construction. There was discussion on the amount billed in this pay app for traffic control. A motion was made by Brad Hodges and seconded by Nick Jones to pay in the amount of \$191,595.34. Ayes; Carter, Hodges, Jones, Strasser, and Tacke. Nays; none. Motion passed.
3. Next on the Agenda was discussion and consideration of Resolution # 1908, Resolution approving and authorizing Amendment to Loan and Disbursement Agreement by and between the City of Oskaloosa and the Iowa Finance Authority, and authorizing and providing for the reissuance of the \$6,500,000 Water Revenue Capital Loan Note, Series 2008. A motion was made by Kevin Tacke to approve the Resolution approving and authorizing Amendment to Loan and Disbursement Agreement by and between the City of Oskaloosa and the Iowa Finance Authority, and authorizing and providing for the

reissuance of the \$6,500,000 Water Revenue Capital Loan Note, Series 2008. Changing the interest rate from 3% to 1 ¾%. Jason Carter seconded the motion. Ayes; Carter, Hodges, Jones, Strasser and Tacke. Nays; none. Motion passed

4. Next on the agenda was discussion and consideration of cost sharing for CIP project expansion to meet Musco MSO fire protection needs. Discussion was had on how this project would be funded as there was an excess cost that would be added with the expansion of the Edmundson North water main improvement project. After discussion it was decided that Musco, the City of Oskaloosa and Oskaloosa Municipal Water Department would split the cost of the additional work. Musco will assist in the amount in the amount of the savings of not needing a tank constructed and the excess beyond that will be split 50/50 between the City of Oskaloosa and the Oskaloosa Water Department. A motion was made by Kevin Tacke to direct engineering to expand the scope of the Edmundson North project to include a line to the new MSO building for their fire suppression needs. Seconded by Brad Hodges. Ayes; Carter, Hodges, Jones, Strasser and Tacke. Nays; none. Motion passed
5. On the agenda next was discussion and consideration of cost sharing for Byrnes and Rupkey search fees. Crystal stated she has had conversation with both Mike and Chad and what needs to happen with the billing. She was wanting direction on billing. After discussion it was decided that this cost would be split 50/50 with city representatives being involved in the interview process. The vote will be handled by the board, but people involved up to that point will have a say. No action was taken on this item.
6. Next up was the discussion of wastewater operations. Matt had provided information in the agenda packets as to the month's operations and asked if there were any questions. There were questions about whether a manhole plugged by Hy-Vee was the result of a grease trap failure. Discussion followed about grease trap enforcement and what options we have through city code. There were also questions about maintenance on electric motors and whether it caused operational concerns. Jason Carter left at 5:24 PM.
7. General Manager's Update was next on the agenda. Hydrant flushing and water consumption during this process was discussed. A concern with mowing was brought up at this time and direction moving forward if terms of contract are not met was discussed. Discussion of the consulting contract was had, and it was determined that cost of this will be incurred by the water department.

Updates from members of the board of trustees was next. During this time the handling of the hiring process was discussed. There will be a public forum on Friday and a board interview will be held on Saturday. Brad Hodges and Nick Jones will be conducting phone interviews to narrow down the group to preferred candidates.

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

ATTEST

Meeting Adjourned 5:50 PM

Kevin Tacke – Chairman

Brad Hodges– Secretary