

EVANSDALE WATER WORKS
BOARD OF TRUSTEES MEETING
DECEMBER 21, 2015

The Board of Trustees of the Evansdale Water Works met in regular session at City Hall in Evansdale, Iowa, on the above date. Chairman Chad Borwig called the meeting to order at 4:30 p.m. Members present in order of roll call: Chad J. Borwig, Sharon K. Loftus and Cecil A. Azbill. Quorum present.

Azbill/Borwig to approve the December 21, 2015 agenda. Ayes – Three. Motion carried.

Borwig/Loftus to approve the following Consent Agenda items: a) Approval of the November 09, 2015 Regular Board Meeting Minutes as submitted; b) Approval of the Accounts Reconciliation Report for November 2015; and c) Approval of the Treasurer's Report for November 2015. Ayes – Three. Motion carried.

Azbill/Borwig to approve and authorize payment of claims as listed: ACCO Unlimited Corp 559.80; Advantage Administrators 14.70; BMC Aggregates LC 311.52; Cardmember Service 442.84; City Laundering Co 11.60; Courier Communications 42.22; Des Moines Stamp Mfg Co 69.20; EFTPS 1,152.66; Frickson Backhoe & Trucking 2,675.00; Frickson Bros Excavating 3,854.13; IMWCA 416.00; Iowa One Call Inc 28.00; IPERS 922.37; IRWA Assoc 325.00; Keystone Laboratories Inc 97.00; Metlife Small Business Center 381.84; MidAmerican Energy Inc 2,865.34; Monkeytown 120.53; Municipal Supply Inc 942.27; On-Site Information Destruction Inc 22.50; Postmaster 174.00; Sensus USA 490.66; Ted's Home & Hardware 30.92; Treasurer State of Iowa 2,833.00; US Cellular 80.57; Utility Equipment Co 1,085.51; Wellmark Blue Cross/Blue Shield 1,721.11; Wex Bank 273.22; Windstream 65.71; November Deposits Applied 939.52 and November 2015 payroll 10,328.89.

November Revenue: Deposits 2,111.00; Water Fund 39,365.08; Sewer Fund 39,965.79; and Garbage Fund 22,493.06. Ayes – Three. Motion carried.

2015 W. Gilbert Drive Water Main Loop Project

Resolution No. 371 accepting the Water Main Project: Borwig/Azbill to pass and adopt Resolution No. 371, approving and accepting the 2015 W. Gilbert Drive Water Main Loop Project. Ayes – Three. Motion carried. Authorization to pay Request #2 (Final) to Frickson Backhoe and Trucking for \$1,087.78: Loftus/Azbill to authorize payment in the above amount to Frickson Backhoe and Trucking. Ayes – Three. Motion carried.

Approval and authorization to pay invoices for services submitted by Engineer Jerry Shoff: four invoices were submitted for services performed from April 8, 2013 thru November 6, 2015. The Board considered the following items: AT&T Antenna Update – consulting services for April 8, 2013 thru May 11, 2015 in the amount of \$2,419.50; FAA Tower Lighting – consulting services for October 16, 2014 thru September 22, 2015 in the amount of \$7,321.50; 2015 W. Gilbert Dr. Water Main Loop Project – Design phase services for April 15 thru August 11, 2015 in the amount of \$4,802.00; and, 2015 W. Gilbert Dr. Water Main Loop Project – Construction phase services for August 12 thru November 6, 2015 in the amount of \$1,950.13. The Board expressed their frustration over receiving invoices for work that was done over two years ago, especially after directing Mr. Shoff to submit them monthly. Loftus/Borwig to authorize the four invoices totaling \$16,493.13 to be paid. Ayes – Three. Motion carried.

Software split from the City

Discuss updates: Office Manager Sandy Clements relayed there have been a few glitches moving Utility Billing and Financial software, but overall, things have gone well. The project team from Tyler Technologies have been very easy to work with. Payroll will be active starting January 1, 2016.

Resolution No. 372 authorizing bank signatories and exposure limits: Borwig/Azbill to pass and adopt Resolution No. 372, naming the office manager as official administrator of Water Works funds at financial institutions, and to set an exposure limit of \$20,000.00 each, for credit and debit originations. Ayes – Three. Motion carried.

Discuss new idea for Tower lighting: Plant Manager Mike Ellison explained a less expensive way to approach this project using fixed dual lights, and waiting to change the LED units until both halves go out, then bring in a crane and replace all the light bulbs at once. The Board will resume consideration of this idea next spring.

Approve and authorize sharing in one third of the cost of a snowplow blade for a pickup truck. The blade will be shared by the City's Street and Sewer Depts. along with the Water Works, with each department paying \$1,916.02: Loftus/Borwig to approve and authorize sharing in this expense in the amount of \$1,916.02. Ayes – Three. Motion carried

Discuss purchasing a spare handheld unit for a backup: Mr. Ellison relayed problems last month after reading meters and the handheld unit crashed before they could be downloaded. Loftus/Azbill to authorize the purchase which would be approximately \$700.00 or less. Ayes – Three. Motion carried

Request to enter into a Safety and Loss Control Agreement with PDCM Risk Management in an amount not to exceed \$800.00: Mayor Doug Faas explained what the City is trying to accomplish by coordinating a lock-out tag-out procedure manual. The Board agreed that employee safety is crucial. Azbill/Loftus to be included in the Safety and Loss Control Agreement with the City and PDCM Risk Management in an amount not to exceed \$800.00. Ayes – Two. Abstain – Borwig. Motion carried. Chairman Borwig abstained from voting since his wife is employed by PDCM Insurance Company.

Authorize renewal of Reserve Operating Funds CD No. 6743 for \$100,000.00: Azbill/Borwig to renew this CD for twelve months at Chicago Central Credit Union. Ayes – Three. Motion carried.

Proposed Budget for FY 2016-2017: discuss Revenues. Preliminary figures were discussed.

Discuss engineering options: the Board briefly discussed the pros and cons of having one engineer, as opposed to a firm with specialized expertise, or maybe an in-house engineer. Two requirements for future work were noted: 1) obtain engineering costs before starting any project; and 2) invoices must be submitted on a monthly basis for all work to be paid.

Discussion: Board members are invited to attend the employee Christmas potluck tomorrow which will be held at the Community Response Center from 11:30 a.m. – 1:00 p.m. City hall offices will be closed during that time period.

Borwig/Loftus to adjourn. Ayes - Three. Motion carried. The meeting adjourned at 5:12 p.m.

Chad J. Borwig, Chairman

Sandra E. Clements, Secretary