

KEOKUK MUNICIPAL WATERWORKS
SUMMARY OF BOARD PROCEEDINGS

April 27, 2018

Chairman Hausch opened the regular meeting. A motion was made by Trustee Bogner and Seconded by Trustee Long, the minutes from the previous meeting of March 22, 2018, shall be approved as presented. Motion Carried.

Vouchers were reviewed and approved.

Mr. Maddox presented the Board with monthly charts and informed the Board of the work being done around the Plant. Mr. Maddox also shared the 2017 Consumer Confidence Report with the Board. It has been completed and is ready to go out to the public.

Ms. Rogers talked to the Board about the Plant Roof Replacement Project. Mr. Warden, from Knapp & Warden Architecture and Engineering, is putting the plans and specifications together for the upcoming bid project.

Mr. Haney reported no leaks in the month of March. He also presented the Board with monthly charts. Mr. Haney reported on the progress of the 1963 Water Tower. Mr. Haney told the Board that hydrant flushing will be going on for the next couple of weeks; this also includes flow and pressure testing for the fire department.

Ms. Barnes discussed monthly financials, budget, operating expenses, and water sales to date. Ms. Barnes shared with the Board that the language on the billing statements has been changed as discussed last month.

Ms. Dunagan shared with the Board, information regarding the updated health insurance and that the company would be holding informational meetings for all employees. Ms. Dunagan talked about the need to set a date for a public hearing, regarding amending the 2017-2018 fiscal year budget. After some discussion the following resolution was adopted, RES #1018, the Board hereby sets the date of May 24, 2018 at 2:30 P.M. for a public hearing to amend the 2017-2018 fiscal year budget. A motion was made by Trustee Hickey and Seconded by Trustee Boyd. Motion Carried.

Ms. Rogers shared with the Board that there were no safety incidents to report. The Waterworks will also be hiring summer help this month. The Plant and Distribution have openings for two people and the office has one opening.

Ms. Rogers talked to the Board about proposed modifications to the standard pipe installation specifications. After review and discussion, the following resolution was adopted, RES #1019, the Board hereby accepts the update on specifications to standard pipe installation, as presented. A motion was made by Trustee Bogner and Seconded by Trustee Long. Motion Carried.

Ms. Rogers shared with the Board, the Strategic Planning and Goal Setting that the managers have put together for the 2019 fiscal year. Ms. Rogers also presented to the Board, the Organizational Structural and Job Descriptions for all departments and positions at the Keokuk Municipal Waterworks. After some discussion the following resolution was adopted, RES # 1020, the Board hereby accepts the Organizational Structural and Job Descriptions, as presented. A motion was made by Trustee Boyd and Seconded by Trustee Long. Motion Carried.

Ms. Rogers provided a Capital Improvement Report for capital expenses for the month of March.

There being no further business to come before the Board of Trustees, the meeting was adjourned, and the next regular meeting of the Board of Trustees is set for May 24, 2018, at 2:30 P.M. at the Waterworks office.

ATTEST: _____
Andrea Rogers, PE, Secretary

Mike Hausch, Chairman