

KEOKUK MUNICIPAL WATERWORKS  
SUMMARY OF BOARD PROCEEDINGS

August 24, 2017

Scott Stevenson and Michael Maloney from D.A. Davidson, presented to the Board a proposal for a bond issue, showing a 10, 12 and 15 year payment structure.

Chairman Hausch opened the regular meeting. A motion was made by Trustee Boyd and seconded by Trustee Bogner, the minutes from the previous meeting of July 19, 2017, shall be approved as presented. Motion Carried.

Vouchers were reviewed and approved. Sewer Vouchers were also reviewed and approved.

Mr. Maddox presented the Board with monthly charts and informed the Board of the work being done around the Plant.

Mr. Haney reported on locates and breaks in the month of July. Mr. Haney also reported that the progress of the Water Main Replacement Project on Palean Street.

Ms. Barnes discussed monthly financials, budget, operating expenses and water sales to date. Ms. Barnes reported to the Board that the new billing software has come with many changes but customers are transitioning well. Mrs. Dunagan reported the billing "Inserter" machine was down and needed a new part.

Ms. Rogers presented to the Board a new Credit Card Policy for Management and after some discussion, the following resolution was adopted, RES #991, the Board hereby approves the proposed Credit Card Policy to be adopted as presented. A motion was made by Trustee Hausch and Seconded by Trustee Boyd. Motion Carried.

Ms. Rogers shared with the Board a copy of a Fixed Capitalization Policy, for review. After some discussion, the following resolution was adopted, RES #992, the Board hereby approves the proposed Fixed Asset Capitalization Policy to be adopted as presented. A motion was made by Trustee Bogner and Seconded by Trustee Boyd. Motion Carried.

Ms. Rogers shared with the Board that the videos that the Summer Help created, are now on the website and available for viewing.

Ms. Rogers shared with the Board, a 5 year Capital Improvement Plan and discussed the options for Bonding. Ms. Rogers discussed the results of the insurance claim for the roof of the Plant. She shared a proposal from Poepping, Stone, Bach & Associates, Inc. outlining their duties in overseeing the repair project. After some discussion the following resolution was adopted, RES # 993, the Board hereby accepts the proposal from Poepping, Stone, Bach, & Associates, for their engineering services for assisting in the process of preparing bid documents for the repair of the Plant roof. A motion was made by Trustee Hausch and Seconded by Trustee Bogner. Motion Carried.

Ms. Rogers told the Board that the updated Employee Handbooks will be distributed next week.

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 will be held on Thursday, September 21, 2017, at 2:30 p.m. in the Waterworks office.

ATTEST: \_\_\_\_\_  
Andrea Rogers, PE, Secretary

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Mike Hausch, Chairman