

KEOKUK MUNICIPAL WATERWORKS
SUMMARY OF BOARD PROCEEDING

June 22, 2017

Chairman Hausch opened the regular meeting. A motion was made by Trustee Hickey and seconded by Trustee Long, the minutes from the previous meeting of May 25, 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. The new carbon pumps are now in use and running well. New floor grating will be going in the Chemical Feed room to get ready for the new chemical feed pumps and tanks to be installed.

Mr. Johnston reported four leaks in the month of May. He also presented the Board with monthly charts. Mr. Johnston reported that the progress of the Water Main Replacement Project on Hawthorne Place is nearly complete, with only clean up, dirt work and asphalt work remaining.

Ms. Barnes discussed monthly financials, budget, operating expenses and water sales to date. Ms. Barnes informed the Board that training on the new billing software will begin in July for the office personnel. Customer feedback on the new policies has been good.

Mrs. Dunagan shared with the Board the new annual health insurance costs for employees beginning July 1, 2017.

Ms. Rogers reported to the Board that Lewis Excavating and Septic, Inc. was the low bid for the Palean Street Water Main Improvement Project for 2017-2018. There were four bids received. These bids were submitted through Shoemaker-Haaland. After further discussion the following resolution was adopted, RES # 986, the Board hereby accepts the bid from Lewis Excavating and Septic, Inc. for the 2017-2018 Water Main Improvement Project for Palean Street, to be approved as presented. A motion was made by Trustee Bogner and Seconded by Trustee Long. Motion Carried.

Ms. Rogers presented a map with completed, recent and future water main projects outlined on it, to keep the Board informed.

Ms. Rogers presented the 2016 Goal Setting Exercise with the Board, which shows goals that had been met, in progress or goals to continue. Ms. Rogers also presented the 2017 Goal Setting Exercise, which has new goals for the upcoming year.

Ms. Rogers has talked with the summer help and they are all corroborating on a video project for the website regarding signing up for the Direct Pay Plan, e-statements and other billing changes.

Ms. Rogers presented the Board with a graph of Keokuk Municipal Waterworks employee seniority list. According to the 2017 Union Contract, wages and potential increases were discussed. After much discussion the following resolution was adopted, RES #987, the Board hereby approves an annual wage increase for all Waterworks employees as of July 1, 2017, as presented. A motion was made by Trustee Bogner and Seconded by Trustee Long. Motion Carried.

The Employee handbook was discussed with no action taken at this time due to the absence of Trustee Boyd.

Ms. Rogers provided a letter to the Board from Poepping, Stone, Bach & Associates, Inc. regarding the condition of the Plant roof. Trustees Long and Hickey would like additional information on the roof before coming to a final decision about repairs.

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 Wednesday, July 19, 2017, at 2:30 p.m. in the Waterworks office.

ATTEST: _____
Andrea Rogers, PE, Secretary

Mike Hausch, Chairman