HIAWATHA WATER BOARD
REGULAR MEETING
MARCH 21, 2017

Meeting was called to order at 5:30 PM by Vice Chairperson Beverly Daws in Council Chambers. Members present were Troy Andersen and Robert Hembera. Absent were Patrick White and Gary Casady. Also present was Water Superintendent Marty Recker, City Administrator Kim Downs, and Water Clerk II Sara Ries. Roll was called.

Robert Hembera moved the approval of the agenda. Troy Andersen seconded. Motion Carried.

Troy Andersen requested to have the financial report pulled from the Consent Agenda to discuss as part of the FY2016-17 Budget Resolution. Robert Hembera seconded. Motion Carried.

Troy Andersen moved the approval of the consent agenda: February 2017 regular meeting minutes and bills. Robert Hembera seconded. Motion Carried.

BUSINESS:
Consider Resolution Amend FY2016-17 Budget
The board discussed the budget and had some questions on the changes.
Expenses:
Line item #6 – these changes were due to payouts of Carl Ransford's vacation and sick as part of his benefits.
Line item #8 – this is a transfer out account. Kim Downs was present and informed the board of how this account works. Basically it is just as it sounds; it is the transferring of funds from one fund to another fund for payment of improvements. In this amendment it is in regards to Well #9 generator.
Line item #9 – this change is regarding the loan payment to Farmers State Bank that will take place in April.
Line item #10 – interest on the loan payment to Farmers State Bank
Income:
Line item #1 – insurance check for Well #9 generator.

Troy Andersen made a motion to approve Resolution 04-17 Amend FY2016-17 Budget. Robert Hembera seconded motion. Motion carried.

Roll call vote:
AYES: Troy Andersen, Beverly Daws, Robert Hembera
NAYS: None
ABSENT: Patrick White, Gary Casady
Resolution 04-17 Approved

Financial Report Discussion
The financial report questions were answered as part of the FY2016-17 Budget Resolution line item discussion.

Troy Andersen moved the approval of the financial report. Robert Hembera seconded motion. Motion carried.

Consider Resolution Amending Resolution 03-15 Adopting Fixed Charges for Hiawatha Water Department
Water Board reviewed the updates to the Fixed Charges.

Beverly Daws made a motion to approve Resolution 05-17 Adopting Fixed Charges for Hiawatha Water Department. Robert Hembera seconded motion. Motion carried.

Roll call vote:
AYES: Robert Hembera, Troy Andersen, Beverly Daws
NAYS: None
ABSENT: Patrick White, Gary Casady
Resolution 05-17 Approved

Consider Resolution Appointing Auditor for Fiscal Year 2017, 2018, 2019

Marty explained the State Auditor Bid is the only bid that the City received back.

Robert Hembera made a motion to approve Resolution 06-17 Appointing Auditor for Fiscal Year 2017, 2018, 2019. Troy Andersen seconded motion. Motion carried.

Roll call vote:
AYES: Beverly Daws, Robert Hembera, Troy Andersen
NAYS: None
ABSENT: Patrick White, Gary Casady
Resolution 06-17 Approved

Superintendent's Report
The City Financial Director included a memo to the Water Board explaining why we have to wait until April 2017 to pay off the Farmers State Bank loan. Payoff date will now be April 19, 2017. Amount of loan principal is $111,962.00. Interest amount is $1,764.41. Total payoff amount is $113,726.41.

Water employees have been reviewing safety material as well as attending courses. The City also put on their annual Safety Stand Down Day on March 8th. As always, a variety of topics were covered.

Kim Downs spoke briefly about the City's annual Earth Day event being held on April 22nd. It has been moved to the City's maintenance shop this year. This event is highly attended by Hiawatha residents and by moving to the maintenance shop we hope the process goes a little smoother and is a little warmer and dryer as some of the areas can be moved inside. It will also benefit the City as there won't be as much moving of equipment since all of the City's equipment is located at the maintenance shop.

Hydrant flushing is set to begin April 10th and run until May 5th.

A discussion was held regarding a service fee on disconnection day. Currently, on disconnection day, our Water Operators are directed to knock on the door before disconnection of water service for non-payment. If the customer comes to the door, they can contact the water office to pay this bill and not be disconnected. If there is no-response at the door, the water will be shutoff and a reconnection fee will need to be paid before water will be reconnected. The thought behind the service fee for knocking on the door is due to the man power and equipment it takes to even get to this point. We want to do what is best for our customers, but many steps are taken before the Water Department even gets to the front door of a disconnection customer. Basically, the Water Department just wants to recoup some of the time we put into this process. This "service fee" is already a part of our Fixed Charges, but we just have not acted on it. Kim Downs recommended we do a resolution.

Today March 21st, the Water Department had a water main break at 140 11th Ave. first thing in the morning. The Water Operators made the repair very quickly. Water was only off for 1 ½ hours and only 4 house were affected. Everything was done and cleaned up by 9am.

Non-Agenda Items
Kim Downs attended the meeting to speak with the board; she began by complimenting the Water Department on a job well done. The Water Department has recently received compliments from Hiawatha residents and Kim wanted to make sure the Water Board knew this. She also wanted to update the board on Workman's Compensation. The City has decreased there MOD rating from about 1.9 to 0.75 over the past 10 years. MOD refers to the work comp premiums based off of how many claims have been recorded per OSHA. This is a huge decrease and something the City should be very proud of. Kim feels a large part of this decrease is that we do our best to keep the employees informed with safety classes such as our Safety Stand Down Day and training sessions.

Robert Hembera moved to adjourn the meeting at 6:35pm. Troy Andersen seconded. Motion carried.

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Vice Chairperson, Beverly Daws

ATTEST:

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Sara Ries, Water Clerk II