

At the regular meeting of the Board of Waterloo Water Works Trustees, held Wednesday, November 26, 2014, there were present Terry M. Kuntz, Chairman; Mary H. Potter, Vice Chair; and Scott Wienands, Trustee. Also in attendance: Ron Welper, Waterloo City Council Member; Rick Wilberding, Distribution Department Manager, and Dennis Clark, General Manager and Secretary.

Terry Kuntz called the meeting to order at 8:00 a.m.

The Board approved to adopt the agenda.

The minutes of the regular meeting of October 21, 2014, were approved as read.

As a part of oral comments, the newest employee of the Waterloo Water Works, Maria Perez-Vargas, was introduced to the Board.

Upon motion, unanimously passed, the following Bills Resolution was adopted.

BE IT RESOLVED BY THE BOARD OF WATER WORKS TRUSTEES OF THE CITY OF WATERLOO, IOWA:

That the bills listed below for which warrants against the funds designated, have been issued in payment, are found to be correct, and the acts of the Secretary in issuing and delivering said warrants are hereby ratified and approved.

**OCTOBER 31, 2014
GENERAL FUND**

51930 Cedar Valley Sportsplex	Authorized payroll deduction for Sportsplex	208.92
51931 Cedar Valley United Way	Authorized payroll deduction for United Way	116.50
51932 Voya Financial	Authorized payroll deduction for deferred compensation	3,533.00
51933 Public Employees Credit Union	Authorized payroll deduction for Credit Union	4,347.50
51934 Charles Schwab Institutional	Authorized payroll deduction for employee pension contribution	2,301.23
51935 Aable Pest Control, Inc.	Monthly pest control	24.25
51936 All Star Plumbing & Heating	Repaired water service line at 120 Lafayette	910.00
51937 Aspro, Inc.	Cold mix	1,869.75
51938 Assurant Employee Benefits	Dental and disability insurance	6,958.32
51939 AWWA	Annual membership renewal for T. Robbins	86.00
51940 Black Hawk Electrical Co.	Repaired controls for valves at wells #20 and #14	409.04
51941 Barry Blough	Reimbursement for uniform costs	37.50
51942 BMC Aggregates, L.C.	Fill sand and roadstone	473.96
51943 Bowers Masonry Concrete	Paving patches	13,519.45
51944 CenturyLink	Service	206.15
51945 Dennis Clark	Reimbursement for expenses to attend IAWA 2014 General Membership Meeting	121.54
51946 Electronic Engineering	Monthly vehicle tracking service	329.45
51947 Fifth Street Tire, Inc.	Tires, balance and alignment for unit #10	632.07
51948 Fleming's Landscaping & More	Mowing	2,535.00
51949 Iowa Division of Labor Services	Boiler inspection at Pumping Station	40.00
51950 Iowa Association of Municipal Leak Detection Workshop, R. Manahl	Utilities	60.00

51951 Iowa Public Employees' Retirement System	IPERS for 16 employees	11,064.31
51952 IWI Motor Parts	Brakes for unit #17	99.11
51953 Mellen & Associates, Inc.	New flowmeter for well #19	2,825.75
51954 Menards	Supplies	162.92
51955 MidAmerican Energy Co.	Gas, power and electric	50,987.93
51956 Northway Well & Pump Co.	New bearings and repair to booster pump at Kimball Avenue tower	2,543.50
51957 Hawkeye Towers	Overpayment on final bill	15.14
51958 Amber Krieger	M. D. & U. D. refund	105.00
51959 Keith Williams	Overpayment on final bill	39.70
51960 Roof Development LLC	Overpayment on final bill	21.00
51961 Cedar Rapids Bank & Trust	Overpayment on final bill	71.40
51962 Melanie E. Kammeyer	M. D. & U. D. refund	4.20
51963 RB Home Investors	" " "	2.42
51964 Kammy Nemmers	" " "	33.60
51965 Ashley J. Miller	" " "	36.60
51966 Melissa Sanders	" " "	12.02
51967 Joe Megivern	" " "	55.32
51968 Letasha Mills	" " "	5.28
51969 David Fricke	" " "	10.82
51970 Jason Wolfe	" " "	3.19
51971 Maria Hernandez	" " "	6.78
51972 James Albright	" " "	6.78
51973 Terri L. Anderson	" " "	36.60
51974 Mitchell Hein	" " "	54.60
51975 R Company	Relocated water main at Hammond and Hawthorne and repaired pave box at 419 Lane and 220 Irving	3,600.00
51976 Rochester Armored Car Co.	Armored car service	242.98
51977 Charles Schwab Institutional	Employer contribution to employee pension fund	42,475.00
51978 Sensus Metering Systems	New touchreader	331.22
51979 Snyder & Associates, Inc.	Design work for Highway 63 Jefferson to Franklin Water Main Replacement	3,137.50
51980 Storey Kenworthy	Toner	175.44
51981 TestAmerica Laboratories	Nitrate sampling at well #22	20.00
51982 Utility Equipment Co.	Bolts, gasket packs, curbstop repair sleeves and lids	614.56
51983 Courier Communications	Legal ad	144.92
51984 Waterloo Water Works	Reimbursed petty cash for miscellaneous items	62.32
EFT US Department of Treasurer	Federal withholding tax	21,282.49
51985 Acco Unlimited Corp.	Chlorine and fluoride	14,486.10
51986 Advanced Systems, Inc.	Maintenance contract for copying machine	367.64
51987 Aspro, Inc.	Cold mix	858.60
51988 Black Hawk County Treasurer, MIS	Data processing for September	6,886.81
51989 BMC Aggregates, L.C.	Fill sand and roadstone	360.87
51990 Campbell Supply	Load straps	85.00
51991 Communication Tech	Hydrant M. D. refund	977.17
51992 Electronic Engineering	Repaired GPS unit	157.40
51993 Kelly Services, Inc.	Temporary office clerical services	1,264.20
51994 Steve Kerns	Reimbursement for cell phone	50.00
51995 Keystone Laboratories, Inc.	Water sampling and lead and copper testing	699.50
51996 Kwik Trip, Inc.	Fuel for vehicles	4,091.76
51997 Travis Larson	Reimbursement for cell phone	50.00
51998 Ryan Manahl	Reimbursement for uniform cost	52.87
51999 Menards	Supplies	54.84
52000 Mutual Wheel Co.	Supplies for unit #34	69.20

		Overpayment on final bill	
52001	Tim Klemz, Jr.	M. D. & U. D. refund	49.59
52002	Jeremia Matz	" " "	105.00
52003	Pamela Abbott	" " "	51.28
52004	James Kisner	" " "	22.22
52005	John C. Hackman	" " "	5.28
52006	Josh Simmons	" " "	33.60
52007	Erin Miller-Wiggins	" " "	29.09
52008	Tracy A. Keller	" " "	26.41
52009	Betty Scott	" " "	27.60
52010	Sam Stuelke	U. D. refund	8.61
52011	Jordan Beardsley	M. D. refund	25.00
52012	Htwar Reh	M. D. & U. D. refund	28.15
52013	Tami Foss-Billings	" " "	58.32
52014	Joe Spence	" " "	6.78
52015	Raymond R. Reinard	" " "	6.78
52016	Timothy J. Platt	" " "	6.78
52017	Mary Ratkovich	Reimbursement for Customer Service Planning Committee	203.28
52018	Rydell Chevrolet, Inc.	Mechanical repairs to unit #2	1,690.68
52019	Sandee's Ltd.	Stamp replacement pads	26.00
52020	Charles Schwab Institutional	Litigation refund payments to pension fund	139.14
52021	Scot's Supply	Nuts and bolts	11.20
52022	Sensus Metering Systems	Meters and repaired handheld unit	936.50
52023	Sue Sperry	Reimbursement for employee insurance benefit	412.00
52024	Storey Kenworthy	Office supplies for Pumping Station	380.00
52025	Utility Equipment Co.	Fittings	1,925.53
52026	Van Wert, Inc.	Meter reading service	5,574.80
52027	Rick Wilberding	Reimbursement for cell phone	50.00
52028	Voya Financial	Authorized payroll deduction for deferred compensation	3,533.00
52029	Public Employees Credit Union	Authorized payroll deduction for Credit Union	4,347.50
52030	Charles Schwab Institutional	Authorized payroll deduction for employee pension contribution	2,292.00
52031	Teamsters Local Union #238	Authorized payroll deduction for union dues	1,033.00
EFT	Treasurer, State of Iowa	State withholding tax	7,776.00
EFT	US Department of Treasurer	Federal withholding tax	21,226.30
52032	ABM Janitorial	Janitorial services for October	1,041.50
52033	Acco Unlimited Corp.	Chlorine and fluoride	4,535.84
52034	AOI Corporation	Hydrant M. D. refund	326.71
52035	AWWA	AWWA Standards renewal	695.00
52036	Bergen Plumbing, Heating & Cooling	Reimbursement for mismatched pave box repair	471.00
52037	Black Hawk County Auditor	Water and sewer bond fees	33,132.58
52038	BMC Aggregates, L.C.	Fill sand and roadstone	1,650.80
52039	Campbell Supply	Shoe covers	133.72
52040	City of Raymond	Sewer, garbage and yard waste fees	21,048.44
52041	City of Waterloo	Sewer, garbage and storm water	1,134,273.15
52042	Dennis Clark	Reimbursement for expenses to attend AWWA-IA Section Conference	136.64
52043	Don's Truck Sales, Inc.	Park brake valve for unit #34	132.56
52044	Fifth Street Tire, Inc.	Repaired flat tire on unit #15	21.78
52045	Frickson Bros. Excavating	Water main repair at Longview at Cardinal	3,600.00
52046	Gierke-Robinson Co.	Blue surveying paint and flags	711.60
52047	Iowa Municipalities Workers' Compensation Association	Workers' compensation insurance and audit premium adjustment	7,738.00
52048	Iowa Fence Masters, Inc.	New farm gates at wells #14 and #16	1,200.00
52049	Kelly Services, Inc.	Temporary office clerical services	632.10
52050	Keystone Laboratories, Inc.	Water sampling	1,105.00
52051	Kwik Star	Hydrant M. D. refund	198.57

52052	Menards	Supplies	137.34
52053	Murphy Tractor & Equipment	Lock nut and cap screw for unit #20	12.79
52054	Mutual Wheel Co.	Mud flaps for unit #34	24.50
52055	Holly Larsen	Overpayment on final bill	23.99
52056	St. Vincent DePaul	M. D. & U. D. refund	30.04
52057	Amanda Baum	" " "	105.00
52058	Mike Fristo	" " "	36.78
52059	Jamila Campbell	" " "	5.28
52060	Brady Pugh	" " "	5.28
52061	Kasey Eller	" " "	6.05
52062	Daniel Deutsch	" " "	2.59
52063	Herman Ivey	" " "	42.42
52064	Diana Calderon	" " "	6.78
52065	Elliott McDonald	" " "	1.69
52066	Jona K. Van Blaricom	Overpayment on final bill	42.42
52067	Postmaster	Postage	300.00
52068	Proshield Fire & Security	Annual fire extinguisher inspections	470.00
52069	Radio Communications	Monthly access fee	126.00
52070	Tim Robbins	Reimbursement for expenses to attend AWMVA-IA Section Conference	244.16
52071	Schmitt Telecom Partners, Inc.	Annual service charge for Xima Recording Software	237.20
52072	Sensus Metering Systems	Meters and meter plugs	6,961.44
52073	Kenneth Shumaker	Reimbursement for uniform cost	54.99
52074	Storey Kenworthy	Paper shredder, water bills and office supplies	5,825.61
52075	Swisher & Cohrt, P.L.C.	Legal services	444.00
52076	Torney's Electric Motor Service	Rebuilt power unit on tapping machine	45.00
52077	United Rentals, Inc.	Safety tee-shirts	285.00
52078	U.S. Cellular	Monthly fee for GPS hotspot	57.16
52079	Utility Equipment Co.	Fittings and sonoscope water phones	207.96
52080	Courier Communications	Legal ad	89.58
52081	Waterloo Water Works	Reimbursement of city service fees	11,991.96
EFT	State of Iowa Treasurer	Sales tax	23,914.80
EFT	State of Iowa Treasurer	Sales tax	16,000.00
52082	Aable Pest Control, Inc.	Monthly pest control	24.25
52083	All Star Plumbing & Heating	Repaired sewer line at 519 W. 9 th	3,823.98
52084	Aramark Uniform Services	Towel service	341.00
52085	Aspro, Inc.	Cold mix	794.31
52086	Benton's Sand & Gravel	Topsoil	237.10
52087	Black Hawk County Auditor	Refunded front footage fees at 943 E. Washburn Road	3,333.00
52088	Black Hawk Waste Disposal	Waste disposal	94.00
52089	Bowers Masonry Concrete	2014 Pavement Repair Project	9,036.40
52090	The CBE Group, Inc.	Collection fee	87.03
52091	City of Waterloo	2013 Street Reconstruction Water Main Replacement Program	143,371.67
52092	Davis Plumbing	Repaired water service line at 1548 Bertch	2,700.00
52093	Dex Media East, Inc.	Phonebook advertisement	31.00
52094	Ferguson Enterprises, Inc.	Materials to repair water service line at well #14	380.91
52095	Fleming's Landscaping & More	Mowing	3,380.00
52096	Frickson Bros. Excavating	Water main repair on Grandview Avenue and Auburn Street	5,030.00
52097	Gierke-Robinson Co.	Ground thawing machine with accessories	57,806.00
52098	Hawkeye Alarm Signal Co.	Corrected IP address for security system	75.00
52099	Hogan-Hansen	Payroll services	408.00
52100	HyVee	Supplies	249.32
52101	Iowa DNR	2015 IDNR Water Use Permit	99.00

52102	K & W Electric	Well #19 Electrical Improvements Project	15,485.85
52103	Kelly Services, Inc.	Temporary office clerical services	1,264.20
52104	Keystone Laboratories, Inc.	Water sampling	1,142.00
52105	Menards	Supplies	116.08
52106	Napa Auto Parts	Funnels for unit #20	49.16
52107	DWD Investments, LLC	Overpayment on final bill	92.20
52108	Danny Schiller	" " " "	136.29
52109	Cletus Stubenrach	" " " "	27.00
52110	Thompson Properties	" " " "	21.00
52111	John Zolonzek	" " " "	45.19
52112	Homecrest Properties	M. D. & U. D. refund	105.00
52113	Chris & Chyla Perkins	" " " "	36.78
52114	Robert Whicker	" " " "	5.28
52115	Michael T. Lewis	" " " "	23.12
52116	Fredricka Forrest	" " " "	42.42
52117	C Doyle Properties	Overpayment on final bill	36.42
52118	Amber Williams	" " " "	54.72
52119	P & K Midwest	Supplies	50.30
52120	Plumb Tech, Inc.	Installed new 20" butterfly valves at well #17	6,435.00
52121	PPG Architectural Finishes	Hydrant paint	189.00
52122	Radio Communications	Pager rental	28.00
52123	R Company	Repaired water service lines at 1020 W. 6 th and 321 Dearborn, replaced valve at Commercial and W. 6 th	4,950.00
52124	Schumacher Elevator Co.	Elevator maintenance	474.59
52125	Sandra Schwickerath	Reimbursement for plugged sewer charges at 517 & 519 W. 9 th	628.63
52126	Sensus Metering Systems	Meters	3,375.00
52127	The Sled Shed	One new chain and sharpened four	46.28
52128	Snyder & Associates, Inc.	Design work for Highway 63 Jefferson to Franklin Water Main Replacement Project	2,098.00
52129	Storey Kenworthy	Large binder for Pumping Station log book, office supplies and uniform embroidery	398.69
52130	Struxture Architects	Master Planning and Office Remodel	5,000.00
52131	TestAmerica Laboratories	Water sampling	20.00
52132	Treasurer, State of Iowa	Treasure Hunt – 2014	1,320.45
52133	Utility Equipment Co.	Fittings and materials to repair water service line at well #14	2,945.50
52134	Wellmark Blue Cross Blue Shield	Medical insurance	39,294.19
52135	Witham Auto Center	Lamp assemblies for units #10 & #11	117.03
52136	Public Employees Credit Union	Authorized payroll deduction for Credit Union	4,547.50
52137	Charles Schwab Institutional	Authorized payroll deduction for employee pension contribution	2,395.64
52138	Voya Financial	Authorized payroll deduction for deferred compensation	3,833.00
EFT	US Department of Treasurer	Federal withholding tax	21,667.46
52139	Advanced Systems, Inc.	Annual maintenance contract for Laserfiche	2,674.00
52140	BMC Aggregates, L.C.	Roadstone	117.27
52141	CDW Government, Inc.	Switch for CIS room	28.42
52142	CenturyLink	Service	206.20
52143	Electronic Engineering	Monthly vehicle tracking service	329.45
52144	Ellingson Drainage, Inc.	Ranchero Road Water Main Extension Project	13,135.16
52145	Farnsworth Electronics	Amprobe for checking voltages	14.80
52146	Grosse Steel Co.	Key blanks for office	50.00

52147 Hewlett-Packard Co.	Desktop computer, laptop computer and two monitors for CIS room	1,757.83
52148 Iowa One Call	One Call service	953.10
52149 Kelly Services, Inc.	Temporary office clerical services	632.10
52150 Locksperts, Inc.	Cut three keys	3.00
52151 Manatts, Inc.	Concrete	145.47
52152 Menards	Supplies	203.98
52153 MidAmerican Energy Co.	Gas, power and electric	31,475.06
52154 Municipal Supply, Inc.	Wire for meter installations and drop-in pave box caps	954.25
52155 Duane R. Lindberg	Overpayment on account	75.09
52156 Scarborough Rentals	Overpayment on final bill	71.40
52157 Bu Reh	M. D. & U. D. refund	42.53
52158 Kimberly A. Martinson	" " "	72.42
52159 Shane Green	" " "	36.78
52160 Tim Bennett	" " "	16.80
52161 Bianca Lira	" " "	5.61
52162 Bonnie Lewis	" " "	33.60
52163 Kristopher Weaver	" " "	33.60
52164 Ken H. Kalsem	" " "	54.60
52165 Dale Bright	" " "	6.46
52166 Outdoor & More	Repaired auxiliary power unit on unit #18	69.26
52167 Postmaster	Postage	5,565.00
52168 R Company	Relocated hydrant and main on Marigold, relocated hydrant on Ravenwood Circle and replaced valve on Littlefield	7,350.00
52169 Storey Kenworthy	Uniform embroidery and door hangers	631.25
52170 United Rentals, Inc.	Safety tee-shirts	331.00
52171 Utility Equipment Co.	Valve box spacers, drill bits and plugs	879.97
Payroll		<u>140,401.95</u>
		\$2,100,248.56

The General Manager presented the Monthly Financial Report as of October 31, 2014 as follows:

October 1, 2014 Balance.....	\$5,660,698.18
Receipts	997,114.70
Disbursements	898,349.87
October 31, 2014 Balance	\$5,759,463.01
Debt Reserve Fund	0.00
Restricted Bond Fund	0.00
Bond Debt Sinking Fund	331,603.32
Repairs & Rehabilitation Fund	337,593.10
General Fund Balance	<u>5,090,266.59</u>
	\$5,759,463.01

It was moved, seconded and approved to receive and place on file the Monthly Financial Report as presented.

The General Manager presented the Revenue and Expense Summary as of October 31, 2014 as follows:

	<u>2013</u>	<u>2014</u>
Operating Revenue	\$6,764,362.73	\$7,356,421.51
Operating Expense	<u>4,652,538.60</u>	<u>4,841,047.69</u>
	\$2,111,824.13	\$2,515,373.82
Non-Operating Revenue	125,129.41	137,736.15
Non-Operating Expense	29,510.31	355,824.26
Capital Expense	<u>710,009.76</u>	<u>1,276,485.56</u>
	\$1,497,433.47	\$1,020,800.15

It was moved, seconded and approved to receive and place on file the Revenue and Expense Summary.

The General Manager presented the following resolution for adoption and transmittal to the Waterloo Mayor and City Council for assessment of the charges to the property taxes for service line kill at 2127 East 4th Street.

RESOLUTION

WHEREAS, the General Manager, Dennis D. Clark, presented a statement of \$3,102.98, which is supported by invoices from Frickson Bros. Excavating and the Waterloo Water Works, showing the work necessary to kill the service line in regards to the following:

WHEREAS, the owner was notified by the Waterloo Water Works to make the repairs to the service line at 2127 East 4th Street, which is located on Lot Nos. 2 thru 19 in Block No. 5 and that part of the alley on Block No. 5 lying south of the north line of Lot No. 4 (extended) all in "Gates Park Place" in the City of Waterloo, Iowa, and Lot Nos. 12 thru 20 Block No. 6 and that part of vacated Boston Avenue lying between the north line of Lot No. 19 in Block No. 6 (extended) and the north line of Parker Street, all in "Gates Park Place", in the City of Waterloo, Iowa.

WHEREAS, the property owner did not respond to the notification from the Waterloo Water Works and did not make repairs to the service line, the Waterloo Water Works caused the service line to be killed at the water main and the cost assessed to the property.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the Waterloo Water Works, that the General Manager shall certify this statement to the City Clerk and that the Clerk in turn shall give notice and an assessment made and certified as provided in Title 8 Public Utilities, Chapter 2, Section 8-2-1, in the Code of Ordinances, City of Waterloo, Iowa.

It was moved by Potter, seconded by Wienands, to adopt the resolution and instruct the General Manager to certify this resolution to the City Clerk. On Vote: Ayes: Kuntz, Potter, Wienands. Nays: None. Absent: None. Resolution adopted.

The General Manager presented the following resolution for adoption and transmittal to the Waterloo Mayor and City Council for assessment of the charges to the property taxes for service line repair at 1548 Bertch Avenue.

RESOLUTION

WHEREAS, the General Manager, Dennis D. Clark, presented a statement of \$2,700.00, which is supported by invoice from Davis Plumbing, showing the work necessary to repair the service line in regards to the following:

WHEREAS, the owner was notified by the Waterloo Water Works to make the repairs to the service line at 1548 Betch Avenue, which is located on Lot No. 203 in "Kenwood Park" in the City of Waterloo, Iowa, Black Hawk County, and owned by Heather A. Taylor.

WHEREAS, the property owner notified the Waterloo Water Works that the owner desired to have the cost of water service line repair assessed to the property taxes. After conversation with the owner, the owner voluntarily signed a waiver of any further notice that may be required to have the Waterloo Water Works cause the work to be done and related costs assessed to the property.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the Waterloo Water Works, that the General Manager shall certify this statement to the City Clerk and that the Clerk in turn shall give notice and an assessment made and certified as provided in Title 8 Public Utilities, Chapter 2, Section 8-2-1, in the Code of Ordinances, City of Waterloo, Iowa.

It was moved by Potter, seconded by Wienands, to adopt the resolution and instruct the General Manager to certify this resolution to the City Clerk. On Vote: Ayes: Kuntz, Potter, Wienands. Nays: None. Absent: None. Resolution adopted.

The General Manager presented the following resolution for adoption and transmittal to the Waterloo Mayor and City Council for assessment of the charges to the property taxes for service line repair at 419 Douglas Street.

RESOLUTION

WHEREAS, the General Manager, Dennis D. Clark, presented a statement of \$3,592.86, which is supported by invoice from Reicherts Plumbing, showing the work necessary to repair the service line in regards to the following:

WHEREAS, the owner was notified by the Waterloo Water Works to make the repairs to the service line at 419 Douglas Street, which is located on Lot No. Eight (8) in Block No. Two (2) in Shilliams Sub-division in the City of Waterloo, Black Hawk County, Iowa, and owned by James L. Esters.

WHEREAS, the property owner notified the Waterloo Water Works that the owner desired to have the cost of water service line repair assessed to the property taxes. After conversation with the owner, the owner voluntarily signed a waiver of any further notice that may be required to have the Waterloo Water Works cause the work to be done and related costs assessed to the property.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the Waterloo Water Works, that the General Manager shall certify this statement to the City Clerk and that the Clerk in turn shall give notice and an assessment made and certified as provided in Title 8 Public Utilities, Chapter 2, Section 8-2-1, in the Code of Ordinances, City of Waterloo, Iowa.

It was moved by Potter, seconded by Wienands, to adopt the resolution and instruct the General Manager to certify this resolution to the City Clerk. On Vote: Ayes: Kuntz, Potter, Wienands. Nays: None. Absent: None. Resolution adopted.

The General Manager presented the following resolution for adoption and transmittal to the Waterloo Mayor and City Council for assessment of the charges to the property taxes for service line repair at 1124 Kern Street.

RESOLUTION

WHEREAS, the General Manager, Dennis D. Clark, presented a statement of \$2,800.00, which is supported by invoice from R Comopany d/b/a Frickson Backhoe & Trucking, showing the work necessary to repair the service line in regards to the following:

WHEREAS, the owner was notified by the Waterloo Water Works to make the repairs to the service line at 1124 Kern Street, which is located on the Lot No. Twenty-four (24) in Block No. Six (6) in Soash Park Addition in the City of Waterloo, Iowa, Black Hawk County, and owned by Paula K. Phillips.

WHEREAS, the property owner notified the Waterloo Water Works that the owner desired to have the cost of water service line repair assessed to the property taxes. After conversation with the owner, the owner voluntarily signed a waiver of any further notice that may be required to have the Waterloo Water Works cause the work to be done and related costs assessed to the property.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the Waterloo Water Works, that the General Manager shall certify this statement to the City Clerk and that the Clerk in turn shall give notice and an assessment made and certified as provided in Title 8 Public Utilities, Chapter 2, Section 8-2-1, in the Code of Ordinances, City of Waterloo, Iowa.

It was moved by Potter, seconded by Wienands, to adopt the resolution and instruct the General Manager to certify this resolution to the City Clerk. On Vote: Ayes: Kuntz, Potter, Wienands. Nays: None. Absent: None. Resolution adopted.

The General Manager reported that the Notice of Public Hearing for the 2015 budget was published in the Waterloo Courier on November 11, 2014.

It was moved by Potter, seconded by Wienands and unanimously approved to receive and place on file the Proof of Publication of the Notice of Public Hearing for the Waterloo Water Works 2015 budget.

Chairman Kuntz announced that it was time for the public hearing on the 2015 budget. There were no written or oral comments.

It was moved by Wienands, seconded by Potter and unanimously approved to close the hearing.

The Budget Summary is as follows:

BUDGET SUMMARY

	Budget 2015	Re-estimated 2014	Actual 2013
Revenue & Other Financial Sources			
Use of money and property			
Charges for services	\$ 8,492,500	\$7,880,500	\$7,356,949
Miscellaneous	\$ 667,000	\$ 752,878	\$ 680,650
Other Financing Sources			
Total Revenues & Financing Sources	\$ 9,159,500	\$8,633,378	\$8,037,599
Expenditures & Transfers Out			
Expenditures	\$11,664,377	\$9,172,587	\$8,039,364
Transfers Out			
Total Expenditures & Transfers Out	\$11,664,377	\$9,172,587	\$8,039,364
Excess of Revenues & Other Sources			
(+) (-) Expenditures & Transfers Out	\$(2,504,877)	\$(539,209)	\$ (1,765)
Beginning Fund Balance as originally reported	\$ 4,191,482	\$4,730,691	\$4,732,456
Ending Fund Balance December 31	\$ 1,686,605	\$4,191,482	\$4,730,691

PROPOSED CAPITAL IMPROVEMENTS, EXTRAORDINARY ITEMS AND INVENTORY
BUDGETED IN THE 2015 EXPENDITURES

Item	Capital Cost	Repair, Inventory and Meters Cost
<u>Materials for Repair, Inventory and Meters:</u>		
Fire hydrants		\$ 50,000.00
Fire hydrant repair and maintenance parts and flags		\$ 10,000.00
Valves		\$ 45,000.00
Fittings		\$ 40,000.00
Pipe		\$ 20,000.00
Metering (residential & commercial) including meters for remote upgrades		\$250,000.00
<u>Distribution Department:</u>		
Purchase one vehicle	\$ 20,000.00	
Miscellaneous small equipment for distribution and for meter service	\$ 6,000.00	
Safety equipment (larger items such as signs, cones, shoring, etc.)	\$ 3,000.00	
Backflow prevention program	\$ 10,000.00	
<u>Water Main Related Projects:</u>		
Water main extensions	\$ 100,000.00	
Water main relocation, repair, improvement associated with City projects	\$ 85,000.00	
Corrosive soil replacement	\$ 458,000.00	
<u>Pumping Station and Well Houses:</u>		
Replacement doors, windows and roofs on well houses, flat work, brick work and other building maintenance	\$ 53,160.00	
<u>Administrative & General:</u>		
Computer and printer upgrades	\$ 10,000.00	
Miscellaneous office equipment, furniture and improvements	\$ 20,000.00	
<u>Subtotal Base Items:</u>	\$ 765,160.00	\$415,000.00
<u>New or Ongoing Capital Projects</u>		
Shaulis Road 20-inch Transmission Main Extension (east and west projects)		
Main extension	\$ 29,000.00	
Design and construction review	\$ 1,700.00	
Highway 63 North Water Main Replacement		
Main replacement	\$ 397,000.00	
Design and construction review	\$ 25,000.00	
Ranchero Road Water Main Extension		
Main extension	\$ 6,500.00	
Design and construction review	\$ 20,000.00	
Well No. 19 Variable Frequency Drive and Replacement Stand-by Power		
Well improvements	\$ 27,000.00	
Design and construction review	\$ 5,000.00	
Repair Ansborough Avenue Water Main Highway Crossing Highway 20 at Ansborough Avenue (preliminary estimate)	\$ 294,500.00	
Design and construction review (preliminary estimate)	\$ 30,000.00	
Shaulis Road at Highway 63 Water Main Extension	\$ 15,620.00	
Design and construction review	\$ 6,580.00	
Customer Information System (CIS)	\$ 870,785.00	
Business consultant for RFP development, select CIS vendor, and implementation of CIS solution	\$ 481,950.00	
Water Works Office Reconfiguration and Remodel Architect	\$ 75,000.00	
Progress Avenue Water Main Replacement (preliminary estimate)	\$ 639,000.00	
Design and construction review (preliminary estimate)	\$ 38,000.00	
Dysart Road Water Main Replacement (preliminary estimate)	\$ 650,000.00	
Design and construction review (preliminary estimate)	\$ 40,000.00	

Highway 63 Downtown Jefferson to Franklin Water Main Project	
Design and construction review (preliminary estimate-design only in 2015)	\$ 200,000.00
Well No. 21 Variable Frequency Drive and Replacement Stand-by Power	\$ 43,700.00
Design and construction review	\$ 27,000.00
University Avenue Water Main Replacement	\$ 200,000.00
Design and construction review	
<u>Subtotal New or Ongoing Capital Projects</u>	\$4,123,335.00
<u>Other Capital Items for 2015</u>	
Continue GIS-Mapping-CMMS-Document Management	\$ 80,000.00
Property Acquisition for Future Capital Projects	\$ 100,000.00
<u>Subtotal Other Capital Items for 2015</u>	\$ 180,000.00
<u>Total Base, New or Ongoing Capital Projects, and Other Capital Items for 2015</u>	\$5,068,495.00
<u>Total Capital Items & Repair-Inventory-Meter Items for 2015</u>	\$5,068,495.00
	\$ 415,000.00

It was moved by Wienands, seconded by Potter and unanimously approved to adopt the following resolution approving the Waterloo Water Works budget for the calendar year ending December 31, 2015.

BE IT RESOLVED BY THE Waterloo Water Works Board of Trustees: The budget for calendar year ending December 31, 2015 as set forth in the Adopted Budget Summary and in the detailed budget in support thereof showing the estimated revenues and expenditures for said calendar year is adopted, and the Secretary is directed to make the filing required by law and to set up the books in accordance with the summary and detail as adopted.

Passed and adopted on November 26, 2014, by the following vote:

Ayes:	Terry Kuntz	Nays:	None
	Mary Potter		
	Scott Wienands		
Absent:	Terry Kuntz		

/s/	Terry Kuntz	Chairman
	Terry Kuntz	
Attest /s/	Dennis D. Clark	Secretary
	Dennis D. Clark	

Paul Helland, with Helland Engineering & Surveying, Ltd., of Cedar Falls, Iowa, the engineer working on behalf of the developer, is requesting authorization to install an 8-inch water main extension to serve the Summerland Farms Replat of Lot 1 development in Waterloo, Iowa. Total extension footage is approximately 187 feet of 8-inch water main. The engineer has designed the water main improvements to meet the specifications and requirements of the Waterloo Water Works. The plans have been reviewed and approved by the Waterloo Water Works staff. A construction permit application has been completed and submitted to the Iowa DNR by the developer and engineer.

After approval by the Board and the Iowa DNR, the developer will construct the improvements, under review by the developer's engineer. After completion, the developer's engineer will be required to provide the Water Works with certification that the project was built according to the contract documents, as well as providing as-built drawings, with tie out dimensions and Iowa State plan GPS

coordinates for all critical items. Upon review and acceptance of these closeout items, the developer will provide a maintenance bond and request that the main extension be accepted, with ownership and operation assumed by the Waterloo Water Works. The developer shall cover all costs associated with the water main extensions, including engineering and design, construction administration and review, all related construction costs, and project closeout items.

It was moved by Potter, seconded by Wienands and unanimously adopted to approve the water main extension and plans to serve the Summerland Farms Replat of Lot 1 development in Waterloo, Iowa.

Todd Happel, with Anderson Bogert Engineering of Cedar Rapids, Iowa, the engineer working on behalf of the developer, Robson Homes, Inc., of Cedar Rapids, Iowa, is requesting authorization to install an 8-inch water main extension to serve the Prairie Meadow Estates Addition in Waterloo, Iowa. Total extension footage is approximately 3,490 feet of 8-inch water main. The engineer has designed the water main improvements to meet the specifications and requirements of the Waterloo Water Works. The plans have been reviewed and approved by the Waterloo Water Works staff. A construction permit application has been completed and submitted to the Iowa DNR by the developer and engineer.

After approval by the Board and the Iowa DNR, the developer will construct the improvements, under review by the developer's engineer. After completion, the developer's engineer will be required to provide the Water Works with certification that the project was built according to the contract documents, as well as providing as-built drawings, with tie out dimensions and Iowa State plan GPS coordinates for all critical items. Upon review and acceptance of these closeout items, the developer will provide a maintenance bond and request that the main extension be accepted, with ownership and operation assumed by the Waterloo Water Works. The developer shall cover all costs associated with the water main extensions, including engineering and design, construction administration and review, all related construction costs, and project closeout items.

It was moved by Potter, seconded by Wienands and unanimously adopted to approve the water main extension and plans to serve the Prairie Meadow Estates Addition in Waterloo, Iowa.

Jim Ellis, with JDE Engineering of Waterloo, Iowa, the engineer working on behalf of the developer, Glenn Behrends of Waterloo, Iowa, is requesting authorization to install a 12-inch water main extension to serve the Geraldine Road – Phase 3 development in Waterloo, Iowa. Total extension footage is approximately 1,631 feet of 12-inch water main. The engineer is designing the water main improvements to meet the specifications and requirements of the Waterloo Water Works. The plans are currently under review by the Waterloo Water Works. A construction permit application will be completed by the engineer for submission to the Iowa DNR.

After satisfactory plan review, approval by the Board, and approval by the Iowa DNR, the developer will construct the improvements, under review by the developer's engineer. After completion, the developer's engineer will be required to provide the Water Works with certification that the project was built according to the contract documents, as well as providing as-built drawings, with tie out dimensions and Iowa State plan GPS coordinates for all critical items. Upon review and acceptance of these closeout items, the developer will provide a maintenance bond and request that the main extension be accepted, with ownership and operation assumed by the Waterloo Water Works. The developer shall cover all costs associated with the water main extensions, including engineering and design, construction administration and review, all related construction costs, and project closeout items.

It was moved by Potter, seconded by Wienands and unanimously adopted to approve the water main extension and plans, pending satisfactory review by the Waterloo Water Works, to serve the Geraldine Road – Phase 3 development.

Ellingson Drainage, Inc., (Ellingson) has completed the Rancho Road Water Main Extension Project. By Change Orders, additional erosion control and seeding was added, a section of existing water main was removed, and adjustments were made to reflect final project quantities. The original contract amount on the project is the sum of \$657,956.00. The final contract amount is the sum of \$661,422.09.

Ellingson has submitted the necessary closeout documents, including lien waivers and the 2-year maintenance bond. Project Engineer Wayne Claassen Engineering and Surveying, Inc., has prepared the Certificate of Completion, Record Drawings, observation records and the final Payment Application.

It was moved by Wienands, seconded by Potter and unanimously adopted to approve completion of the project and acceptance of work performed by Ellingson Drainage, Inc., for the Rancho Road Water Main Extension, including Change Orders and quantity adjustments, and to authorize final payment on the project.

At the July 2014 Board meeting, it was approved to award the preparation of the Water Works annual audit to CliftonLarsonAllen LLP, for years 2014, 2015 and 2016.

CliftonLarsonAllen LLP will be entering the first year of their three-year proposal and engagement to audit and report upon the financial statements of the Waterloo Water Works at the close of business on December 31, 2014. The fee for the 2014 audit report is the sum of \$14,000.00.

It was moved by Potter, seconded by Wienands and unanimously adopted to authorize CliftonLarsonAllen LLP to conduct the annual audit for 2014 and to authorize the General Manager to sign the appropriate letters of engagement.

The following items were reported by management:

Dennis Clark presented water pumpage information for October 2014, which was 4.35% less than October 2013. Water pumpage for the first 10 months of 2014 was 5.98% more than the first 10 months of 2013.

The current market value of the Pension Fund as of October 31, 2014 is the sum of \$5,156,752.04, including one employee's personal balance of \$39,205.70. The value of the fund increased \$144,327.93 in the last month and has increased \$202,586.22 year to date. The Waterloo Water Works has made contributions of \$425,420.98 to the plan in 2014. Employees have made contributions of \$51,039.86 to the plan in 2014. Year to date fees are the sum of \$65,775.47, year to date payments to retirees are the sum of \$407,728.79, and the year to date performance of the fund is plus 4.03 percent.

Rick Wilberding discussed options to purchase a Waterloo Water Works Safety Trailer, which would transport the trench box, traffic control signing, and supplies to excavation work sites.

A list of several major projects and initiatives currently underway or planned for 2014 was presented to the Board.

The next regular meeting is scheduled for Tuesday, December 23, 2014 at 8:00 a.m.

Upon motion, the meeting was adjourned at 9:32 a.m.

BOARD OF TRUSTEES

Dennis Clark
Secretary