

KEOKUK MUNICIPAL WATERWORKS
SUMMARY OF BOARD PROCEEDINGS

October 22, 2020

Present: Chairman Boyd, Trustees Bogner, Hausch, Hickey and Long. General Manager Andrea

The public was invited to attend the Go To Meeting by phone, computer or smart phone, as the office was closed due to COVID-19.

Chairman Boyd opened the regular meeting. Motion was made by Trustee Hausch and seconded by Trustee Bogner, the minutes from previous meeting dated September 23 and October 2, 2020, be approved as presented. All ayes and motion carried.

Motion was made by Trustee Bogner and seconded by Trustee Hickey, that the accounts payable vouchers be approved as presented. All ayes and motion carried.

Mr. Maddox presented the Board with monthly charts and informed the Board of the work being done around the Plant. He also shared with the Board that an employee from the Lab will be retiring in December and the position will be filled, from within.

Mr. Johnston reported 170 locates for the month of September. He also presented the Board with monthly charts. He gave a report on all of the current water main projects.

Ms. Barnes discussed monthly financials, budget, operating expenses, and water sales to date.

Ms. Rogers shared with the Board that there were no safety incidents to report for the month. She also discussed with the Board that Ms. Laubersheimer is retiring and that she has requested health insurance coverage until she turns 65. After some discussion, the following resolution was adopted, RES #1115, the Board hereby approves retirement benefits for Jennifer Laubersheimer, for 3 months of current health insurance coverage and 3 months equivalent into an HRA account, paid by Keokuk Municipal Waterworks. Motion was made by Trustee Hickey and seconded by Trustee Bogner. All ayes and motion carried.

Ms. Rogers presented the Board with information, to temporarily allow authorization for managers to approve purchases under \$50,000 until a new General Manager is appointed. After some discussion the following resolution was adopted, RES #1116, the Board hereby approves temporary approval authority of \$50,000 for managers until a new General Manager is appointed. Motion was made by Trustee Long and seconded by Trustee Hickey. All ayes and motion carried.

Ms. Rogers also discussed with the Board, the need for Office Manager, Heather Barnes to have temporary authority to sign checks under \$50,000. After some discussion the following resolution was adopted, RES #1117, the Board hereby temporarily authorizes Heather Barnes, Office Manager, to sign accounts payable checks under the amount of \$50,000, payroll checks and any other financial documents that the Office Manager signs until a new General Manager is appointed. All accounts payable checks over \$50,000, will be signed by the Board of Trustees. Motion was made by Trustee Bogner and seconded Trustee Long. All ayes and motion carried.

Ms. Rogers discussed capital improvements, and how COVID-19 is effecting the Waterworks, this month.

There being no further business to come before the Board of Trustees, the meeting was adjourned, and the next special meeting of the Board of Trustees is set for November 4, 2020, at 2:30 P.M. The next regular meeting of the Board of Trustees, will be November 24, 2020 at 2:30 P.M. For participation by phone or computer, instructions will be included on the agenda.

ATTEST: _____
Andrea Rogers, PE, Secretary

Kim Boyd, Chairperson