

Board Minutes  
March 18, 2025

The Board of Trustees met in regular session with Chairperson Keith R. Jones and Trustees Martin L. Brooks, Caitlin A. Beresford, Glennay V. Jundt and Patrick A. Miller. Staff Present: CEO & General Manager Cady, Administrative Manager Schrage, Staff Engineer Wiegman, Facilities and Grounds Director Sekera and Administrative Assistant Powell.

I. The Chairperson called the meeting to order at 4:30 p.m.

II. Public Comments/Participation

The Chairperson asked if there were any public comments or participation and there were none.

III. Public Hearing

1. The Chairperson stated this is the time and place for a public hearing and meeting on the proposed plans, specifications, form of contract and estimated cost for the construction and installation of Division V: Water Main Improvements, Avenue B Reconstruction. The Chairperson asked if there were any written protest or comments received. The secretary advised there were no written protests or comments. The Chairperson asked if there was anyone present to speak for or against the project? Receiving no response, the Chairperson closed the public hearing.

(1) Trustee Miller moved to adopt resolution 03-04-25 on the proposed plans, specifications, form of contract and estimated cost for the construction and installation of Division V: Water Main Improvements, Avenue B Reconstruction. Trustee Jundt seconded the motion. Following discussion, the Chairperson called for a roll call vote. The roll call vote was as follows:

Aye: Trustee Brooks, Trustee Beresford, Trustee Jones, Trustee Jundt and Trustee Miller. The Chairperson announced the resolution duly adopted. A copy of the resolution follows these minutes and by reference is made a part thereof.

IV. General Manager's Report

1. Project Status Report.
2. Main Extension Status Report.
3. Operations.
4. 2025 Financials Summary through February.
5. Human Resources.
6. Insurance Claims.
7. Legislative/Regulatory.
8. Public Relations/Other.

V. Consent Agenda

1. Approval of the minutes of the February 18, 2025 regular meeting.
2. Claims Register.
3. Monthly Report.

Trustee Beresford motioned, and Trustee Brooks seconded to approve the consent agenda. The motion carried unanimously.

VI. Action Items

1. Trustee Jundt moved to adopt resolution 03-05-25 amending Article II, Board of Water Works Trustees, 2.4 General Powers and Duties of the Board's Policy Manual. Trustee Miller seconded the motion. Following discussion, the Chairperson called for a roll call vote. The roll call vote was as follows:

Aye: Trustee Brooks, Trustee Beresford, Trustee Jones, Trustee Jundt, and Trustee Miller. The Chairperson announced the resolution duly adopted. A copy of the resolution follows these minutes and by reference is made a part thereof.

2. Trustee Brooks moved to adopt resolution 03-06-25 authorizing the Chairperson and Secretary to sign a Main Extension Agreement with TS Development, L.L.C. for Whispering Oaks Subdivision, Phase VI Water Main Extension and Authorizing Project Design. Trustee Beresford seconded the motion. Following discussion, the Chairperson called for a roll call vote. The roll call vote was as follows:  
Aye: Trustee Brooks, Trustee Beresford, Trustee Jones, Trustee Jundt, and Trustee Miller. The Chairperson announced the resolution duly adopted. A copy of the resolution follows these minutes and by reference is made a part thereof.

3. Trustee Brooks moved to approve and accept the quote from Malloy Electrical Industrial Services for the repair of the Narrows Water Purification Plant High Service Pump No. 2. Trustee Beresford seconded the motion. Following discussion, the motion carried unanimously.

4. Trustee Jundt moved to approve and accept the quote from NMC CAT and authorize the purchase of a Mini Excavator. Trustee Miller seconded the motion. Following discussion, the motion carried unanimously.

5. Trustee Beresford moved to approve authorization for the Administrative Manager to sign a contract with Oxen Technology for Information Technologies (IT) Support Services. Trustee Jundt seconded the motion. Following discussion, the motion carried unanimously.

6. The Chairperson asked if there were other items to come before the Board.

7. The Board set the date of the next regular meeting as April 15, 2025 at 4:30 p.m.

The Board recessed the meeting at 5:15 p.m.

VII. Executive Session

1. Trustee Miller moved to enter closed session pursuant to Section 20.17 and 21.9 of the Code of Iowa to discuss matters relating to the employment conditions of the employees under Chapter 20 of the Code. Trustee Brooks seconded the motion. The Chairperson called for a roll call vote. The roll call vote was as follows:  
Aye: Trustee Brooks, Trustee Beresford, Trustee Jones, Trustee Jundt and Trustee Miller.

The Board entered closed session at 5:18 p.m.

2. Trustee Brooks moved to return to open meeting session. Trustee Beresford seconded the motion. Following discussion, the motion carried unanimously.

The Board returned to open session at 6:00 p.m.

There being no further business the Chairperson adjourned the meeting at 6:00 p.m.

	<hr/> Keith R. Jones, Chairperson
	<hr/> Glennay V. Jundt, Vice Chairperson
<hr/> Brian T. Cady, CEO & General Manager	
	<hr/> Martin L. Brooks, Trustee
<hr/> Celestine Powell, Recording Secretary	
	<hr/> Caitlin A. Beresford, Trustee
	<hr/> Patrick A. Miller, Trustee