

**BOARD OF TRUSTEES
REGULAR MEETING MINUTES
CITY OF WEST POINT COMBINED UTILITY SYSTEM
WEST POINT, IOWA 52656 TUESDAY
June 9th, 2020 AT 5:30 P.M.**

CALL TO ORDER: The Board of Trustees of the West Point Combined Utility System of the City of West Point, Iowa, met in regular session at the West Point City Hall, 313 Fifth Street, West Point, Iowa, 52656, on June 9th, 2020. Board Chairman Randy Welding presided and called the meeting to order at 5:30 p.m.

ROLL CALL: The roll was called by the Utility Director and the Board Members responded as follows: Present: Board Chairman Randy Welding along with Board Member Brian Schmitz and Board Member Ted Vonderhaar. The Board Chairman reported that a quorum was present.

APPROVAL OF AGENDA: Agenda was approved by consensus.

OPPORTUNITY FOR CITIZENS/CUSTOMERS TO ADDRESS THE BOARD:

UTILITY REPORTS: The following indicated Utility Reports were presented as follows for Board information and consideration. No Report

Delinquent Accounts: Board Members reviewed and discussed the status of delinquent accounts by reviewing the Aged Trial Balance report as prepared and submitted by the Billing & Collection Clerk. Discussion was held on Theresa Potter's account. Theresa has not made a payment on her utility account since February 3rd, 2020. She has been LIHEAP protected (November 1st-April 1st). She has received the monthly bills along with the 12-day reminders for the months of February, March, April, May and June 2020. Due to Covid 19 the Winter Moratorium did not expire until May 27th, 2020. After speaking with a legal representative at IUB and staying current with the Governors guideline's, I then sent her a 7-day reminder letter on May 21st, 2020. That was followed by a hand delivered 48-hour notice on May 26th, 2020. That same day she called the office and asked for a payment agreement which I stated that she needed to come into the office and sign before the end of the week and that it would be effective June 1st, 2020 with her first payment being due on June 25th, 2020. She never showed up and the phone number she gave me was no longer in service. I mailed her the first payment agreement of May 29th, 2020 and with no response I mailed her second payment agreement on June 2nd, 2020. After no response from either I again contacted the IUB legal counsel and went over everything I have done up to this point. Rob (IUB legal counsel) noticed that on the 7-day reminder letter there was not a date at the top of the letter. He recommended that I send a second 7-day reminder just to cover everything considering how we know she is going to respond to a disconnect if that should happen. She was mailed a second and final 7-day reminder letter on June 8th, 2020. If she does not respond she will again be offered the same payment agreement that she was offered before.

Field Report: Board Members reviewed and discussed the field report as presented by Utility Superintendent.

CHAIRMAN’S REPORT: Next Utility Board Meeting is scheduled for July 14th, 2020

BOARD MEMBER’S REPORTS: There were no reports introduced by Board Members for consideration or action. No report

UTILITY DIRECTOR REPORT: Utility Director had prepared a letter that was in the packets and was reviewed by the Utility Board.

OLD BUSINESS: The following indicated Old Business was reintroduced, considered, and acted upon by the Board as follows:

- a) Trend Data Report
- b) Approval was made by Board Member Ted Vonderhaar and seconded by Board Member Brian Schmitz to move forward with the purchase of the 2020 Ford F550 for the Utility Department.
- c) Motion made by Board Member Ted Vonderhaar and seconded by Board Member Brian Schmitz for the approval of Resolution 195-20 FYE21 “Health and Insurance Coverage’.
- d) Motion made by Board Member Brian Schmitz and seconded by Board Member Ted Vonderhaar for the approval of Resolution 196-20 FYE21 “Wages and Salaries Increase”
- e) Approval was made by Board Member Ted Vonderhaar and seconded by Board Member Brian Schmitz for the City Clerk to register for the Iowa Municipal Professional Academy July 29-31, 2020.

NEW BUSINESS:

- a) Trevor Snaadt’s attendance
- b) Moving forward with the 3% water rate increase resolution effective January 1st, 2021.

MONTHLY REPORTS: The following indicated Minutes; Monthly Reports; and, Monthly Warrants Payable were introduced, considered, and acted upon by the Board as follows

Minutes of Prior Regular May 12th, 2020: Minutes of prior regular Board Meeting of May 12th, 2020. Motion by Board Member Brian and seconded by Board Member Ted Vonderhaar.

Treasurer’s Report for May 2020: The Treasurer’s Report for the month of May 2020 was presented for Board approval and, after review and discussion, Board Member Ted Vonderhaar

moved that the referenced Treasurer's report be approved for the month of May 2020 as presented, which was seconded by Board Member Brian Schmitz.

Warrants Payable for June 2020: Warrants payable for the month of June 2020 were presented for approval consideration and, after review, discussion and due deliberation, Board Member Brian Schmitz moved that the referenced warrants payable be approved for payment as presented, which was seconded by Board Member Ted Vonderhaar; and, after due consideration thereof by the Board, the Chairman put the question upon the adoption of the motion and the Board Members voted unanimously in the affirmative. Whereupon, the Chairman declared the motion duly adopted.

OTHER BUSINESS: There was no other business introduced for Board Member consideration or action.

ADJOURNMENT: All known business having been conducted, Board Member Ted Vonderhaar moved that the Board Meeting adjourn which was seconded by Board Chairman Member Ted Brian Schmitz and which carried unanimously. Whereupon, Board Chairman Randy Welding declared the regular meeting of the Board of Trustees of the West Point Utility System of the City of West Point, Lee County, Iowa, adjourned at 6:20p.m., June 9th, 2020.

WEST POINT UTILITY SYSTEM

Randy Welding, Chairman
West Point Municipal Utility Board

ATTEST: _____
Dennis McGregor, City Administrator