

OSCEOLA WATER BOARD
JANUARY 8, 2015

The Osceola Water Board met for the regularly scheduled meeting on Thursday, January 8, 2015 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Vice-Chair MacKenzie O'Hair with the following Board Members present: Alisha Kale and Laura Castro. Dave Neas and Ryan Rychnovsky was absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda and others not signed in.

Board member Kale motioned to approve the agenda as presented and Castro seconded the motion.

Ayes: Kale, Castro, O'Hair

Nays: None

Absent: Neas, Rychnovsky

Motion Passed

No one was present to speak to the board about items not on the agenda.

Water Superintendent Brandon Patterson opened the discussion regarding the Chair and Vice Chair position for 2015. Board member Kale motioned to elect Dave Neas as Chair & Ryan Rychnovsky as Vice Chair, for the calendar year of 2015 with an effective date of February 1, 2015 due to their absence and Castro seconded the motion.

Ayes: Kale, Castro, O'Hair

Nays: None

Absent: Neas, Rychnovsky

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding a water meter testing policy by stating that there is currently not a policy in place and requested the board's decision to approve a policy for when a customer feels their meter is not working properly. After discussion was held, board member Kale motioned to approve resolution 2015-01 setting a water meter testing policy and Castro seconded the motion. Roll call of the vote was:

Ayes: Kale, Castro, O'Hair

Nays: None

Absent: Neas, Rychnovsky

Motion Passed

Resolution 2015-01

Water Superintendent Brandon Patterson opened the discussion regarding amending rule #20, letter S of the Osceola Water Works Rules and Regulations by presenting the current rule which states that all service lines and service connections that may become useless because of laying of larger or other new services, or because of water no longer being used through them, must be permanently abandoned and covered with a stainless steel clamp at the main. Mr. Patterson requested a change to this rule by stating that customers wishing to reuse the service line or service connection must fill out the application requesting to reuse the water service line or water service connection within one year. If the line is not reused within the year, the owner will be responsible to cut off and cap the water service line at the main. Mr. Patterson stated this policy will help ensure private water lines are not left in the system that are not being utilized. After discussion was held, board member Kale motioned to approve resolution 2015-02 amending rule #20 letter S of the Osceola Water Works Rules and Regulations and Castro seconded the motion. Roll call of the vote was:

Ayes: Kale, Castro, O'Hair

Nays: None

Absent: Neas, Rychnovsky

Motion Passed

Resolution 2015-02

Water Superintendent Brandon Patterson opened the discussion regarding amending rule #20, letter F of the Osceola Water Works Rules and Regulations by stating that we now require a meter pit on new construction and requested wording to be added to the rule to require a 2” pre-drilled hole in the center of the lid so our meter system can be installed. After discussion was held, board member Kale motioned to approve resolution 2015-03 amending rule #20 letter F of the Osceola Water Works Rules and Regulations and Castro seconded the motion. Roll call of the vote was:

Ayes: Kale, Castro, O’Hair

Nays: None

Absent: Neas, Rychnovsky

Motion Passed

Resolution 2015-03

Water Superintendent Brandon Patterson opened the discussion regarding locating private water lines by stating at the last board meeting, the board requested us to check with counsel regarding the liability that the Water Works takes on when locating the private water service lines. After discussion, the board requested a policy to be brought back at the February meeting for approval.

Water Superintendent Brandon Patterson opened the discussion regarding amending section 2.7 residency of the Osceola Water Works employee manual by presenting that in the attempt to find qualified individuals with DNR licenses for the water treatment plant the board may need to look beyond the 30 minute response time requirement. Mr. Patterson recommended sixty minutes for primary Water Treatment Plant Operators. After discussion, board member Kale motioned to approve resolution 2015-04 to amend section 2.7, Residency of the Osceola Water Works Employee Manual and Castro seconded the motion. Roll call of the vote was:

Ayes: Kale, Castro, O’Hair

Nays: None

Absent: Neas, Rychnovsky

Motion Passed

Resolution 2015-04

Water Superintendent Brandon Patterson opened the discussion regarding Water Works staffing by presenting a flow chart for the future structure of the Water Works staffing and employee numbers.

Water Superintendent Brandon Patterson opened the discussion regarding a letter of understanding with Teamsters Local 238 by stating that the union was decertified on December 12, 2014 and per legal advice the Water Works should follow the current contract until June 30, 2015. Mr. Patterson requested the board approve the Letter of Understanding with Teamsters Local 238. After discussion, board member Kale motioned to approve the Letter of Understanding and Castro seconded the motion.

Ayes: Kale, Castro, O’Hair

Nays: None

Absent: Neas, Rychnovsky

Motion Passed

Water Superintendent Brandon Patterson reported to the board the retirement agreement with Gene McKnight effective March 31, 2015, memorial contribution for Bill Freeman and the FY 2014 financial audit. Also discussed was a request received from Osceola Chamber Main Street for an Investment Membership and possible joint council meeting discussion topics. Mr. Patterson concluded his report by updating the board on three main breaks that happened in December that were repaired by Water Works staff.

Vice Chair O’Hair presented the consent agenda. Board member Kale motioned to approve the consent agenda as presented and Castro seconded the motion. The consent agenda included the Aging Report, YTD Budget Report, minutes from the meeting held on December 4, 2014 as well as the following Bills and Claims:

A R S CONSTRUCTION	SERVICES	\$1,155.00
AFLAC	PAYROLL	\$240.68
AGSOURCE LABORATORIES	LAB TESTING	\$240.68
ALLIANT ENERGY	UTILITIES	\$5,755.71
CARRIE BENDA	REIMBURSEMENT	\$261.75
BRITTANY BETHARDS	DEPOSIT REFUND	\$100.00
CHRISTINA BURKHART	DEPOSIT REFUND	\$100.00
CAPITAL CITY EQUIPMENT CO	REPAIRS	\$254.23
CARD MEMBER SERVICE	SERVICES	\$49.50
CARD SERVICE CENTER	CLOTHING	\$395.93
CASEY’S GENERAL STORES	FUEL	\$760.50
CHEM-SULT INC.	CHEMICALS	\$38,225.06
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$126,158.82
COUNTRY CONCRETE	SERVICES	\$862.50
CR SERVICES	SERVICES	\$389.61
D & D PEST CONTROL	SERVICES	\$45.00
GRAINGER	SERVICES	\$138.24
HACH COMPANY	LAB TESTING	\$414.93
HIGHWAY LUMBER	SUPPLIES	\$194.25
CASEY HUFF	DEPOSIT REFUND	\$21.15
HYDRITE CHEMICAL CO.	CHEMICALS	\$1,819.60
IA DEPT OF HUMAN SERVICES	PAYROLL	\$525.76
IDEAL READY MIX CO.	SERVICES	\$2,743.50
INTERNAL REVENUE SERVICES	PAYROLL	\$8,820.33
IOWA DEPT OF REVENUE	PAYROLL	\$1,528.00
IOWA DEPT OF REVENUE	SALES TAXES	\$3,850.00
IOWA ONE CALL	SERVICES	\$116.90
IOWA PHYS CLINIC MED FND	SERVICES	\$119.00
IPERS	PAYROLL	\$4,211.01
J P AUTO	PARTS	\$26.74
LISA JONES	DEPOSIT REFUND	\$44.61
LOGAN CONTRACTORS SUPPLY	SUPPLIES	\$1,430.76
LILIA & ANTHONY MAGALLON	DEPOSIT REFUND	\$100.00
MATT PARROTT	SUPPLIES	\$96.28
MET LIFE	DENTAL INSURANCE	\$321.51
METERING & TECHNOLOGY SOL	SUPPLIES	\$1,740.03
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$77.13
MUNICIPAL SUPPLY INC.	SUPPLIES	\$2,513.08
MUTUAL OF OMAHA	LIFE INSURANCE	\$68.24
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$490.48
PENICK ELECTRIC	SUPPLIES	\$23.98
KYLE ROBINS	DEPOSIT REFUND	\$43.76
ROBINSON’S CO.	SUPPLIES	\$123.81
SCHILDBERG CONSTRUCTION	ROCK	\$1,186.88
SEMINOLE RETAIL SERVICES	UTILITIES	\$160.22
SOLUTIONS	SERVICES	\$39.99
SPRAYER SPECIALTIES	SERVICES	\$50.62
STATE HYGENIC LABORATORY	LAB TESTING	\$302.00
SUPERIOR CONSTRUCTION SER	SERVICES	\$221.16
U.S. CELLULAR	COMMUNICATION	\$319.12
U.S. POST OFFICE	POSTAGE	\$509.23
UNITED HEALTH CARE	HEALTH INSURANCE	\$11,437.60
UNITED METHODIST CHURCH	CONTRIBUTION	\$150.00
JEFF WERNER	REIMBURSEMENT	\$6.67
WILD BLUE	COMMUNICATION	\$86.32
WILDER’S TRUCK SERVICE	REPAIRS	\$187.50
WINDSTREAM	COMMUNICATION	\$474.56
ZEE MEDICAL INC	SERVICES	\$85.95
ZIMCO SUPPLY CO.	SUPPLIES	\$350.00
TOTAL CLAIMS		\$220,015.87

Ayes: Kale, Castro, O’Hair

Nays: None

Absent: Neas, Rychnovsky

Motion Passed

Utility Office Manager Carrie Benda reported on the penalty and rate tables, HGI Lakeside requirement on the employment numbers, Income Offset update and presented the insufficient funds policy. Also presented were a citizen concern and Fire credit policy.

Board Member Reports: Board member Kale wished to thank the citizens for bringing up their concerns as it allows us to find loop holes that need to be fixed in our policies and procedures.

The board took a short break from 7:15 p.m. to 7:30 p.m.

Water Superintendent Brandon Patterson opened the discussion regarding the FY 2015-2016 Water Works budget by explaining updates to the report from the last meeting. After discussion, board member Kale motioned to approve resolution 2015-05 authorizing submittal of the FY 2015-2016 budget and Castro seconded the motion. Roll call of the vote was:

Ayes: Kale, Castro, O'Hair

Nays: None

Absent: Neas, Rychnovsky

Motion Passed

Resolution 2015-05

There being no further business to discuss, board member Kale motioned and Castro seconded adjournment at 8:25 p.m.

Ayes: Kale, Castro, O'Hair

Nays: None

Absent: Neas, Rychnovsky

Motion Passed

Attest:

MacKenzie O'Hair, Vice Chair

Carrie Benda, Utility Office Manager

Approved by the Osceola Water Board of Trustees on 2-5-2015.

Published in the Osceola Sentinel Tribune on January 29, 2015 for a cost of \$152.98.