

OSCEOLA WATER BOARD  
October 3, 2013  
(UNOFFICIAL – NOT BOARD APPROVED)

The Osceola Water Board met for the regularly scheduled meeting on Thursday, October 3, 2013 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Chairman Ryan Rychnovsky with the following Board Members present: MacKenzie O’Hair and Dave Neas. Board members Alisha Crawford and Susanna Contreras were absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Paula Herrera and others not signed in.

When Chairman Ryan Rychnovsky called for the opportunity for citizens to address the board about items not on the agenda, no one appeared.

Water Superintendent Brandon Patterson opened the discussion regarding an invoice for a service line repair at 412 South Main Street by reporting to the board a leak was located on Highway 69 south and due to being in a state highway flaggers had to be called. Mr. Patterson introduced Paula Herrera to the board. Mrs. Herrera explained that she was concerned about the digging in the street being her responsibility and requested assistance with the bill. Discussion was held. Board member Neas motioned to authorize staff to secure a payment agreement while protecting us if the property was sold. Board member O’Hair seconded the motion.

Ayes: O’Hair, Neas, Rychnovsky

Nays: None

Absent: Crawford, Contreras

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding setting an alternate for the Clarke County Reservoir Commission by stating that this request was made by Sandy Kale for when she would be unable to attend. Discussion was held. Board member O’Hair motioned to appoint Brandon Patterson as the alternate for the Clarke County Reservoir Commission and Neas seconded the motion.

Ayes: O’Hair, Neas, Rychnovsky

Nays: None

Absent: Crawford, Contreras

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding funds received from the sale of the property at 122 East Ayers Street by requesting the board’s decision on where to apply the funds. The board requested staff to check with the local banks regarding the investment rates and report back to the board.

Water Superintendent Brandon Patterson opened the discussion regarding phase three building repairs at 208 West Jefferson Street. Mr. Patterson stated that the board needed to decide if they wanted to submit for the grant. The grant application is due February 2014. Discussion was held regarding the process of getting engineering specs and how to handle the roofing materials already on the building. Board member Neas motioned to authorize staff to proceed with the grant application working with Derek at Osceola Chamber Main Street to repair the roof. Board member O’Hair seconded the motion.

Ayes: O’Hair, Neas, Rychnovsky

Nays: None

Absent: Crawford, Contreras

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding setting a policy for private water lines. Mr. Patterson presented a plan and requested information from the board for

a policy that will be on the November meeting for board approval. Discussion was held. The board felt that they needed to offer some financial assistance for old private lines to be disconnected and connected to the main correctly. New construction will be required to have a meter pit installed at owner's expense. After discussion, board member Neas motioned to have staff draft a policy reflecting a credit up to \$500 to be applied to the utility account as an incentive to correct the private water lines throughout the city. Board member O'Hair seconded the motion.

Ayes: O'Hair, Neas, Rychnovsky

Nays: None

Absent: Crawford, Contreras

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding a private water service line at 401 West Jefferson Street and 118 South Temple Street by presenting a map showing the water services. The home at 401 West Jefferson is where the water line is located for both properties. Mr. Patterson stated that the current rules in place state that the homeowner can petition for a water main, however, this may not be favorable due to the body shop being on a dead end road with no future development. After discussion was held, the board authorized staff to communicate with Mr. & Mrs. May regarding Water Works running a private line to a meter pit from the main and then they would be responsible to disconnect the current line and run a new line from the meter pit to the body shop.

Water Superintendent Brandon Patterson opened the discussion regarding the employee manual sections 4 thru 6 by stating that the majority of the manual was taken out of the union contract. After discussion, the board requested an allocated amount for travel and training expenditures and wished to amend the bullet on page 51 regarding telephone use. The board requested the changes to be made and bring the manual to the November meeting for approval. Mr. Patterson concluded by reporting to the board that he met with the Assistant Street Superintendent and Waste Water Superintendent to try to promote working together.

Water Superintendent Report: Brandon Patterson reported to the board an improvement plan that he received regarding improvements to the marina for parking and drainage updates. Mr. Patterson stated that he did not have concerns regarding the project. Also reported to the board were the budgeted main replacements, new employees, solar bee research and polices that will be brought to the next meeting.

Utility Office Manager, Carrie Benda presented the consent agenda which included the aging report, YTD budget meeting minutes from the meeting held September 5, 2013 and the following bills and claims.

|                            |                    |              |
|----------------------------|--------------------|--------------|
| ADAM LYNN                  | DEPOSIT REFUND     | \$100.00     |
| AFLAC                      | PAYROLL            | \$113.40     |
| AIRPORT GRAPHICS           | SERVICES           | \$300.00     |
| ALLIANT ENERGY             | SERVICES           | \$7,806.91   |
| ALLISON ADAIR              | DEPOSIT REFUND     | \$3.24       |
| BANTA ABSTRACT             | SERVICES           | \$250.00     |
| BARBARA BISHOP             | DEPOSIT REFUND     | \$100.00     |
| BECKY MONEY                | DEPOSIT REFUND     | \$100.00     |
| BOB'S CUSTOM TROPHIES      | SERVICES           | \$10.50      |
| BUD JONES CONSTRUCTION     | SERVICES           | \$5,561.87   |
| CARD SERVICE CENTER        | SERVICES           | \$156.24     |
| CASEY'S GENERAL STORE      | FUEL               | \$797.56     |
| CHEM-SULT                  | CHEMICALS          | \$2,258.70   |
| CHRISTINA CASTILLO         | DEPOSIT REFUND     | \$100.00     |
| CITY OF OSCEOLA            | SERVICES           | \$129,579.44 |
| CLARKE COUNTY RECORDER     | SERVICES           | \$124.80     |
| CLARKE COUNTY RESERVOIR    | CONTRIBUTION       | \$9,380.00   |
| CLARKE COUNTY TREASURER    | SERVICES           | \$63.84      |
| CR SERVICES                | SERVICES           | \$291.29     |
| CRESTON PUBLISHING COMPANY | LEGAL PUBLICATIONS | \$787.61     |
| D & D PEST CONTROL         | SERVICES           | \$90.00      |
| DAKOTA SUPPLY GROUP        | SERVICES           | \$717.93     |
| DATA TECHNOLOGIES, INC.    | SERVICES           | \$364.89     |

|                              |                        |             |
|------------------------------|------------------------|-------------|
| DEZURIK, INC.                | SERVICES               | \$335.00    |
| DORSEY & WHITNEY LLP         | SERVICES               | \$650.00    |
| ELCOCK LAW FIRM              | SERVICES               | \$590.00    |
| FAREWAY STORES               | LAB SUPPLIES           | \$17.19     |
| GREEN TECH OF IOWA           | DEPOSIT REFUND         | \$688.53    |
| HD SUPPLY WATERWORKS         | SERVICES               | \$2,150.00  |
| HACH COMPANY                 | SUPPLIES               | \$637.29    |
| HIGHWAY LUMBER               | SUPPLIES               | \$114.24    |
| HYDRITE CHEMICAL CO.         | CHEMICALS              | \$952.40    |
| IDEAL READY MIX CO           | CONCRETE               | \$751.38    |
| IA DEPT OF NATURAL RESOURCES | PERMIT                 | \$196.00    |
| INTERNAL REVENUE SERVICES    | PAYROLL                | \$4,545.31  |
| IOWA DEPT OF REVENUE         | PAYROLL                | \$1,097.00  |
| IOWA ONE CALL                | SERVICES               | \$105.70    |
| IPERS                        | PAYROLL                | \$3,688.56  |
| JUAN MANUEL FLORES           | DEPOSIT REFUND         | \$100.00    |
| LOGAN CONTRACTORS SUPPLY     | SERVICES               | \$341.14    |
| MELLEN & ASSOCIATES, INC.    | SERVICES               | \$1,411.89  |
| MET LIFE                     | DENTAL INSURANCE       | \$475.01    |
| MIDLAND GIS SOLUTIONS        | SERVICES               | \$200.00    |
| MIDWEST OFFICE TECHNOLOGY    | SERVICES               | \$68.12     |
| MUNICIPAL SUPPLY INC         | SUPPLIES               | \$11,252.55 |
| MUTUAL OF OMAHA              | LIFE INSURANCE         | \$104.01    |
| OSECOLA FARM & HOME          | SUPPLIES               | \$124.19    |
| OSCEOLA WATER WORKS          | APPLY DEPOSITS         | \$1,096.76  |
| PATRICIA SULLIVAN            | DEPOSIT REFUND         | \$100.00    |
| PENICK ELECTRIC              | SERVICES               | \$251.96    |
| ROBINSONS CO                 | SUPPLIES               | \$56.21     |
| SCHILDBERG CONSTRUCITON CO   | SERVICES               | \$373.82    |
| SEMINOLE RETAIL ENERGY SV    | SERVICES               | \$86.94     |
| SKYLA SYLVESTER              | DEPOSIT REFUND         | \$100.00    |
| SNYDER PLUMBING              | SERVICES               | \$600.00    |
| STAR EQUIPMENT, LTD          | SERVICES               | \$261.55    |
| STATE HYGENIC LABORATORY     | LAB TESTING            | \$628.00    |
| TEAMSTERS                    | PAYROLL                | \$126.00    |
| TREASURER OF STATE           | GREAT IA TREASURY HUNT | \$209.03    |
| U.S. POST OFFICE             | POSTAGE                | \$2,014.51  |
| ULTRA HATCH INC.             | DEPOSIT REFUND         | \$100.00    |
| UNITED HEALTH CARE           | HEALTH INSURANCE       | \$7,023.66  |
| USA BLUEBOOK                 | SERVICES               | \$1,212.18  |
| WEB LISTINGS INC.            | SERVICES               | \$85.00     |
| WILDER'S TRUCK SERVICE       | SERVICES               | \$771.99    |
| WINDSTREAM                   | COMMUNICATION          | \$269.98    |
| ZEE MEDICAL                  | SERVICES               | \$54.20     |

Board member O'Hair motioned approval of the consent agenda and Neas seconded the motion.

Ayes: O'Hair, Neas, Rychnovsky

Nays: None

Absent: Crawford, Contreras

Motion Passed

Utility Office Manager Report: Carrie Benda gave an update on the software balancing and online payments. Also presented was an update regarding the easement request from the September 23, 2013 meeting.

The board members had nothing to report.

There being no further business to discuss, board member O'Hair motioned and Neas seconded adjournment at 8:10 p.m.

Ayes: O'Hair, Neas, Rychnovsky

Nays: None

Absent: Crawford, Contreras

Motion Passed

Attest:

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Ryan Rychnovsky, Chairman

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Carrie Benda, Utility Office Manager