

OSCEOLA WATER BOARD
DECEMBER 5, 2013

The Osceola Water Board met for the regularly scheduled meeting on Thursday, December 5, 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, Alisha Crawford and Dave Neas. Susana Contreras was absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda and others not signed in.

Board member Neas motioned to approve the agenda as presented and O'Hair seconded the motion.

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Contreras

Motion Passed

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

Utility Office Manager Carrie Benda opened the discussion regarding the invoice for service line repair at 120 South Jackson Street by stating that there has been a water leak located around the northwest corner of the square that was not able to be located. On September 4, 2013, the leak was traced to the property at 120 South Jackson Street's service line. Communication with the homeowner was held and the repairs were made by Bud Jones Construction. Upon receipt of the statement, Ms. Watson presented to the Water Works office her intent to pay \$100.00 per month until the bill is paid in full. After discussion was held, staff recommended approval of the payment arrangement. Board member Crawford motioned to approve the payment arrangement for Ms. Watson in the amount of \$100.00 per month until paid in full and Neas seconded the motion.

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Contreras

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the purchase of solar bees for West Lake by presenting research that had been completed. Mr. Patterson stated that the solar bees will cost approximately \$50,000.00 each and that we would need to purchase and install two to assist with taste and odor issues and reduce blue-green algae blooms which cause these taste and odor issues. Discussion was held regarding funding options for the solar bees and assistance that is available within the community including the Clarke County Development Corporation Pillars Granting Program which is a 50/50 match. After further discussion, it was determined that the Pillars Grant would be the best source of funding and the community including county customers would benefit from the solar bees. Board member Crawford motioned to authorize staff to move forward with applying for the Clarke County Development Corporation Pillars Granting Program for the purchase of two solar bees to be placed in West Lake and O'Hair seconded the motion.

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Contreras

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the multiple project agreement for professional services with HDR Engineering, Inc. by presenting the agreement received. Mr. Patterson stated that the knowledge Engineer Mark Duben has with the water plant and distribution systems will benefit us and requested to continue using his services. Discussion

was held regarding impact of other agreements that would be in place. Board member Crawford motioned to authorize Chairman Rychnovsky sign the multiple project agreement for professional services with HDR Engineering, Inc. and also requested staff provide a letter to both firms regarding our intent to use both services accordingly. Board member Neas seconded the motion. Roll call of the vote was;

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Contreras

Motion Passed

Resolution #2013- 10

Water Superintendent Brandon Patterson opened the discussion regarding the adoption of the employee manual by stating the requested changes had been made from the last meeting and that it had been reviewed by our attorney for compliance with laws regarding changes made to accidents and cell phone usage. Mr. Patterson stated that if the board is in agreement, he will proceed by bringing a resolution to the January 2014 meeting and proceeding with setting down with employees and going through the manual.

Water Superintendent Brandon Patterson opened the discussion regarding hiring a Water Operator/Distribution Laborer by stating that one of the current Plant Operators will be retiring at the end of January 2014. Also discussed was another retirement in 2016. After discussion was held, board member Crawford motioned to approve the hiring of one Water Operator/Distribution Laborer and Neas seconded the motion.

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Contreras

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding hiring a Water Works Foreman by presenting a draft job description to the board. Discussion was held regarding the salary position, pending qualifications and negotiations. The board is supportive of this request and requested additional information to be presented before action is taken.

Water Superintendent Brandon Patterson opened the discussion regarding the adoption of Water Works Rules And Regulations by stating he had compiled the rules and regulations and new policies into one document. Mr. Patterson stated that once the document is complete and adopted that it will be available for viewing in the office and online. After discussion was held, the board requested to table this item and took no action.

Water Superintendent Brandon Patterson reported a number of main breaks that have been repaired by Water Works staff, a plan regarding private water hydrants and the union proposal meeting. Mr. Patterson presented a draft copy of a newsletter he created that will highlight important topics and will be sent with the January utility bills and then annually each year after. Continuing on, Mr. Patterson asked for the board's desire regarding fees relating to the Tech Prep houses and gave an update on the condition assessment summary that was performed with Engineer Mark Duben at the Water Treatment Plant. Concluding the report, Mr. Patterson requested the board tour the treatment plant to explain the engineer report and discuss items for the upcoming budget purposes.

Chairman Rychnovsky presented the consent agenda. Board member Crawford motioned to approve the consent agenda as presented and O'Hair seconded the motion. The consent agenda included the Aging Report, YTD Budget Report, minutes from the meeting held on November 7, 2013 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$82.53
AGSOURCE LABORATORIES	LAB TESTING	\$82.00
ALLIANT ENERGY	SERVICES	\$4,767.46

BROWN SUPPLY CO.	SUPPLIES	\$727.00
CARD MEMBER SERVICES	SERVICES	\$381.47
CARD SERVICE CENTER	SERVICES	\$39.52
CASEY'S GENERAL STORES	FUEL	\$927.63
CHEM-SULT INC.	CHEMICALS	\$7,490.47
RYAN CHRISTO	DEPOSIT REFUND	\$100.00
CITY OF OSCEOLA	SERVICES	\$122,884.24
CLARKE COMMUNITY SCHOOLS	DEPOSIT REFUND	\$3,900.00
CLARKE COUNTY RECORDER	SERVICES	\$22.00
CR SERVICES	SERVICES	\$142.72
CRESTON PUBLISHING COMP	PUBLICATIONS	\$342.17
D & D PEST CONTROL	SERVICES	\$45.00
DAKOTA SUPPLY GROUP	METERS	\$6,253.88
DATA TECHNOLOGIES	SERVICES	\$1,064.97
ELECTRICAL ENGINEERING	SERVICES	\$1,221.52
JUAN ESPERICUETA	DEPOSIT REFUND	\$100.00
GRAINGER	SERVICES	\$270.72
ROBERT GRAY	DEPOSIT REFUND	\$100.00
HACH COMPANY	LAB TESTING	\$712.87
JERRY HAWXBY	DEPOSIT REFUND	\$100.00
PAUL HERREN	DEPOSIT REFUND	\$47.56
HIGHWAY LUMBER	SERVICES	\$470.57
IOWA DEPT OF NATURAL RES	TRAINING	\$170.00
IOWA DEPT OF REVENUE SERVICE	PAYROLL TAXES	\$5,380.10
IOWA DEPT OF REVENUE	PAYROLL TAXES	\$886.00
IOWA DEPT OF REVENUE	SALES TAX	\$5,095.00
IOWA RURAL WATER ASSOC.	DUES	\$300.00
IPERS	PAYROLL	\$3,048.96
J P AUTO	SERVICES	\$94.20
JACKSON ELECTRIC	SERVICES	\$706.04
MENARDS	SUPPLIES	\$904.93
MET LIFE	PAYROLL	\$580.28
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$56.41
MUNICIPAL SUPPLY INC	SERVICES	\$2,223.60
MUTUAL OF OMAHA	PAYROLL	\$83.60
OSCEOLA FARM & HOME	SUPPLIES	\$644.68
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$292.33
PETTY CASH	SERVICES	\$100.00
CATHERINE POORE	REFUND DEPOSIT	\$100.00
PREMIER SERVICES	SERVICES	\$5,676.94
RYAN RAMSEY	REFUND	\$69.74
ROBINSON'S CO.	SUPPLIES	\$192.03
ELVIA RODRIGUEZ	REFUND DEPOSIT	\$100.00
SEMINOLE RETAIL ENERGY	SERVICES	\$95.79
FANCYLEEN SHAM	REFUND DEPOSIT	\$100.00
SOLUTIONS	SERVICES	\$190.00
STATE HYGENIC LABORATORY	LAB TESTING	\$178.00
SUPERIOR CONSTRUCTION SERV.	SERVICES	\$866.00
TEAMSTERS	PAYROLL	\$128.00
U.S. POST OFFICE	POSTAGE	\$503.83
UNITED HEALTH CARE	PAYROLL	\$8,842.26
UNITED TRUCK & BODY	SERVICES	\$2,242.50
KAREN WASSON	DEPOSIT REFUND	\$7.67
KYLE WILSON	DEPOSIT REFUND	\$100.00
WINDSTREAM	COMMUNICATION	\$470.66
WINGER COMPANIES	SERVICES	\$815.20
ZEE MEDICAL INC.	SERVICES	\$119.39
ZIMCO SUPPLY CO.	SUPPLIES	\$190.50

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Contreras

Motion Passed

Utility Office Manager Carrie Benda gave an update on the balancing within the software and office staff assistance.

Board Member Reports: No reports.

There being no further business to discuss, board member Crawford motioned and Neas seconded adjournment at 6:55 p.m.

Ayes: O'Hair, Contreras, Rychnovsky

Nays: None
Absent: Crawford, Neas
Motion Passed

Attest:

Ryan Rychnovsky, Chairman

Carrie Benda, Utility Office Manager

Board approved minutes on January 2, 2014.