

OSCEOLA WATER BOARD

June 6, 2013

The Osceola Water Board met for the regularly scheduled meeting on Thursday, June 6, 2013 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Chair Ryan Rychnovsky with the following Board Members present: MacKenzie O'Hair, Alisha Crawford and Dave Neas. Board member Bill Freeman was absent. Also present were Superintendent Brandon Patterson, Deputy Clerk Carrie Benda, Juan Torres, Maribel Torres, Nicole Muselman, Joyce Muselman and others not signed in.

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

Board member Crawford motioned to open the public hearing regarding the sale of 122 E. Ayers Street and O'Hair seconded the motion. Roll call of the vote was:

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Freeman

Motion Passed

Superintendent Brandon Patterson opened the discussion regarding the building at 122 East Ayers being ready for sale and that no comments had been received. Hearing no further discussion, board member Crawford motioned to close the public meeting and Neas seconded the motion.

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Freeman

Motion Passed

No action was taken on agenda item #4 regarding the sale of 122 East Ayers Street.

Superintendent Brandon Patterson opened the discussion regarding the shared water service at 531 North Main and 114 East Garfield Street. Mr. Patterson stated that he was contacted by the homeowner at 531 North Main due to low water pressure. Mr. Patterson stated that a leak was discovered on the service line that is shared by the homeowners at these two addresses. Presented was an invoice from Bud Jones Construction including the labor for flagmen who were contracted totaling \$1,245.54. Discussion was held regarding the Water Works rules and regulations which state the homeowner is responsible for the service line from the main to the home. Board member Neas requested the board table this discussion til the July 11 meeting so that research could be completed and a copy of the rules and regulations could be issued to the home owners.

Superintendent Brandon Patterson opened the discussion regarding the water line at 420 Cass Lane by stating that this location has been on the shutoff listing for the past several months. Continuing on, Mr. Patterson explained that in order to disconnect the service to this location, the operators have to enter into a neighboring home as the meter is in their basement. Mr. Patterson explained that he has spoken with the City Administrator/Clerk Ty Wheeler and Street Superintendent Mike Allen regarding this issue and they will allow a service line to be ran through the alley to a pit and then it would be the homeowner's responsibility to install the service line from the pit to the home. Mr. Patterson concluded by stating that he is still awaiting costs and feels that we need to run a line, set a pit and give notice to the individuals that they have to tie into the service line. Board member Neas stated that his feelings were that the board needed to determine which option was most efficient and least costly to both the board and home owner and move forward. Board member O'Hair moved to direct staff to proceed with getting the costs of two alternatives and issue the homeowner a timeline prior to digging and Neas seconded the motion.

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None
Absent: Freeman
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the service at 130 North Kossuth by stating that there are three homes located on North Kossuth Street which are duplexes. Mr. Patterson stated that the first two homes have two taps and two shutoffs. Recently, 130 has been on the shutoff listing for non-payment. The department has been unable to be shut off services due to the home only having one shutoff. Mr. Patterson requested the board's decision on how the department should proceed with this situation. Discussion was held regarding the options available. Board member O'Hair motioned to direct staff to proceed with giving the homeowner the option to either tap into the main and run another line to the home or placing the utility accounts for the two addresses in their name and Neas seconded the motion.

Ayes: O'Hair, Crawford, Neas, Rychnovsky
Nays: None
Absent: Freeman
Motion Passed

Deputy Clerk Carrie Benda opened the discussion regarding amending resolution 2013-03 setting insufficient funds fees. Mrs. Benda stated that this resolution was passed prior to the banking RFP's and per the board's request, this would increase the insufficient funds fee from \$30 to \$35. Hearing no further discussion, board member Neas motioned approval of the amended resolution and O'Hair seconded the motion. Roll call of the vote was:

Ayes: O'Hair, Crawford, Neas, Rychnovsky
Nays: None
Absent: Freeman
Motion Passed

Amended Resolution 2013-03

Deputy Clerk Carrie Benda opened the discussion regarding authorizing signatories for American State Bank by stating that she had worked with American State Bank to set the signatories for the positions instead of individual names. Mrs. Benda presented a resolution for approval for the Utility Office Manager, Water Superintendent, Board Chair and Board Vice Chair to be allowed to sign on behalf of the Water Works accounts and recommended approval. Hearing no further discussion, board member Crawford motioned approval of the resolution approving the corporate resolution for setting the authorized signatories for American State Bank and Neas seconded the motion. Roll call of the vote was:

Ayes: O'Hair, Crawford, Neas, Rychnovsky
Nays: None
Absent: Freeman
Motion Passed

Resolution 2013-06

Deputy Clerk Carrie Benda opened the discussion regarding bills and claims that need to be paid before the next board meeting. Mrs. Benda requested the board's direction on how to proceed with this topic. Board members were in agreement and approved paying bills before the meeting to meet due dates and avoid fees. However, the board requested staff to make certain that we are complying with the rules from an auditors stand point and also categorize the bills and amounts for the July meeting. No action was taken.

Deputy Clerk Carrie Benda opened the discussion regarding reclassifying dead accounts by stating that this was requested by Data Tech for the file conversion of customer accounts. Mrs. Benda stated that if the board approved the water portion the listing would then be taken to the City Council for approval of sewer and garbage debt. Discussion was held regarding a policy requiring social security numbers being mandatory for collection purposes. A policy was requested to be presented to the board at the next meeting. Board member Neas moved to

approve the write off of dead accounts to bad debt for the water portion and O'Hair seconded the motion.

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Freeman

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the purchase of GIS Equipment by stating that in the current budget, funds were allocated for the purchase of GIS equipment. Mr. Patterson continued by stating that approximately three years ago, the city had contracted mapping of the system which was completed. Since then, no further changes or updates have been made. The new software would allow for homeowners shutoffs to be mapped into the system as well as any new valves or hydrants installed. Hearing no further discussion, board member Crawford motioned to approve the purchase of the GIS equipment as presented and Neas seconded the motion.

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Freeman

Motion Passed

Board member Crawford exited the meeting at 6:55 p.m.

Water Superintendent Brandon Patterson opened the discussion regarding an office agreement with the city by stating he had met with City Administrator/Clerk Ty Wheeler regarding what he would like to see in the agreement. Both parties are in agreement of the terms of the topics and are ready to move forward. Mr. Patterson stated that if the board has no further changes, staff would move forward with putting the document in agreement form and placing lines for the Administrator/Clerk and Mayor to sign as well as the Chair and Superintendent. Hearing no further discussion, board member Neas motioned to approve the topics and direct staff to move forward with placing the topics in agreement form and O'Hair seconded the motion.

Ayes: O'Hair, Neas, Rychnovsky

Nays: None

Absent: Freeman, Crawford

Motion Passed

Superintendent Brandon Patterson opened the discussion regarding a job description for a GIS specialist/distribution laborer. Mr. Patterson stated that by creating this position this would ensure that the system is updated and up to date with information regarding water lines, shutoffs and maintenance. The department will not be adding any personnel for this position. Mr. Patterson requested the board approval of the job description. After discussion was held, board member Neas moved to approve the job description and O'Hair seconded the motion.

Ayes: O'Hair, Neas, Rychnovsky

Nays: None

Absent: Freeman, Crawford

Motion Passed.

Water Superintendent Brandon Patterson opened the discussion regarding the purchase of a track loader with attachments by presenting two quotes. Mr. Patterson stated that there were funds allocated in the FY 2014 budget and is requesting the board's approval to purchase the equipment now and process payment after July 1. Mr. Patterson stated that this equipment purchase will allow the department to continue moving forward utilizing staff to complete our own repairs. After discussion was held, board member Neas motioned to authorize the purchase of a series 252B loader with attachments as presented and O'Hair seconded the motion.

Ayes: O'Hair, Neas, Rychnovsky

Nays: None

Absent: Freeman, Crawford

Motion Passed

Water Superintendent Report: Brandon Patterson gave the monthly pumpage update to the board. Also presented was the update on the advertisement that was sent out with the utility bills and published in the Osceola Sentinel and Advertiser for the new office. The Consumer Confidence report was mailed out with the June utility bills. Mr. Patterson continued to update the board on a chemical line that was replaced at the plant, service line installation at 116 East Webster, a request from US Cellular to rent space at the tower, roof bids that are being acquired for the building and an update regarding the development corporation settlement for funding on the new reservoir. Mr. Patterson completed his report by stating that the operators voted to keep the union and that he would be working with them to get the next years agreement in place.

Deputy Clerk Carrie Benda presented the consent agenda which included the aging report, year to date budget, minutes from the meetings held on May 2, 2013 and May 15, 2013 and the following bills and claims.

A R S CONSTRUCTION	SERVICES	\$2,395.00
AGSOURCE LABORATORIES	LAB TESTING	\$82.00
AIRPORT SIGNS & GRAPHICS	SERVICES	\$940.00
ALL SERVICE/TROY SHORT	SERVICES	\$1,489.52
ALLIANT ENERGY	SERVICES	\$10,224.06
AMERICAN STATE BANK	SERVICES	\$100,082.02
ANTHONY BUCH	REFUND DEPOSIT	\$100.00
BARCO MUN. PORDUCTS	SERVICES	\$576.94
BOBS CUSTOM TROPHIES	SERVICES	\$23.85
BRIAN SORENSEN	SERVICES	\$600.00
BRYAN NORTHOUSE	REFUND DEPOSIT	\$100.00
BUD JONES CONSTRUCTION	SERVICES	\$4,512.58
CARD SERVICE CENTER	SERVICES	\$767.35
CARRIE BENDA	REIMBURSEMENT	\$256.27
CASEY'S GENERAL STORES	FUEL	\$687.79
CHEM-SULT INC.,	CHEMICALS	\$26,416.81
CHRIS SMITH	REFUND	\$.04
CLARKE COUNTY HOSPITAL	SERVICES	\$92.00
CR SERVICES	SERVICES	\$696.99
CRESTON PUBLISHING COMPANY	PUBLICATION	\$431.35
DAKOTA SUPPLY GROUP	SUPPLIES	\$2,932.86
ENCORE COMM PRODUCTS INC	SERVICES	\$415.92
HACH COMPANY	LAB TESTING	\$747.70
HD SUPPLY WATERWORKS	SERVICES	\$665.01
HENNINGSSEN CONST.	SERVICES	\$1,900.00
HIGHWAY LUMBER	SUPPLIES	\$491.65
HYDRITE CHEMICAL CO.	CHEMICALS	\$952.40
IDEAL READY MIX CO.	SERVICES	\$156.75
INTERBANK-EXCHANGE, LLC	SERVICES	\$1,690.90
J P AUTO	SUPPLIES	\$14.84
J.P. COOKE CO.	SUPPLIES	\$41.14
JEANNE VANLOON	REFUND DEPOSIT	\$20.83
KD TIRES, LLC	SERVICES	\$199.00
KRISTINE KALLMAN	REFUND DEPOSIT	\$18.85
MATT PARROTT & SONS	SUPPLIES	\$818.92
MELLEN & ASSOC.	SERVICES	\$1,732.46
MUNICIPAL SUPPLY INC.	SERVICES	\$3,515.55
OSCEOLA FARM & HOME	SUPPLIES	\$234.84
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$473.09
ROBERT JONES	REFUND DEPOSIT	\$100.42
ROBINSONS CO.	SUPPLIES	\$82.74
SANTANA BANSLEY	REFUND DEPOSIT	\$8.06
SOLUTIONS	SERVICES	\$271.99
STATE HYGENIC LABORATORY	LAB TESTING	\$222.00
SUPERIOR CONSTRUCTION SERV.	SERVICES	\$3401.00
VAUGHN REENTS	REFUND DEPOSIT	\$100.00
VICTOR LANDEROS	REFUND DEPOSIT	\$100.00
WILDER'S TRUCK SERVICE	SERVICES	\$225.54
WINDSTREAM	COMMUNICATION	\$455.89
ZEE MEDICAL INC.	SERVICES	\$24.55
ZIMCO SUPPLY CO.	SERVICES	\$111.75

Deputy Clerk Carrie Benda requested the board's decision regarding a meeting at the end of the month to finalize any final items that need to be handled and approval of any bills and claims that should be paid out of the FY 2013 budget.

The board members had nothing to report.

There being no further business to discuss, board member Neas motioned and O'Hair seconded adjournment at 7:48 p.m.

Ayes: O'Hair, Neas, Rychnovsky

Nays: None

Absent: Rychnovsky, Freeman

Motion Passed

Attest:

Ryan Rychnovsky, Chairman

Carrie Benda, Deputy Clerk

Board approved, August 1, 2013.