

OSCEOLA WATER BOARD  
SPECIAL MEETING  
July 31, 2014  
(UNOFFICAL – NOT BOARD APPROVED)

The Osceola Water Board met for a special meeting scheduled for Thursday, July 31, 2014 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 Dave Neas. Chairman Ryan Rychnovsky and Susanna Contreras were 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 Neas seconded the motion.

Ayes: Kale, Neas, O’Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

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

Water Superintendent Brandon Patterson opened the discussion regarding accepting withdrawals for members from the Reservoir Commission by stating the commission is reorganizing and updating its organizational documents to clarify its authority to acquire land. Mr. Patterson stated that in order for the reorganization to take place, the board must pass a resolution accepting it’s withdrawal. After discussion, board member Kale motioned to approve the resolution accepting withdrawal of Clarke County Conservation Board, Clarke County Development Corporation and Clarke County Soil and Water Conservation District From Clarke County Reservoir Commission and Neas seconded the motion. Roll call of the vote was;

Ayes: Kale, Neas, O’Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

***Resolution 2014-13***

Water Superintendent Brandon Patterson opened the discussion regarding the adoption of the amended 28E agreement for the Reservoir Commission by presenting documentation regarding the reform of a new commission. After discussion, board member Kale motioned approval of the resolution adopting amended and restated intergovernmental agreement creating the Clarke County Reservoir Commission and Neas seconded the motion. Roll call of the vote was;

Ayes: Kale, Neas, O’Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

***Resolution 2014-14***

Utility Office Manager Carrie Benda opened the discussion regarding setting signatories for Osceola Water Board of Trustees by presenting the request from our financial auditors. Board member Neas motioned to approve the resolution to set signatories for Osceola Water Board of Trustees of the City of Osceola and Kale seconded the motion. Roll call of the vote was;

Ayes: Kale, Neas, O’Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

***Resolution 2014-11***

Utility Office Manager Carrie Benda opened the discussion regarding setting an investment policy for Osceola Water Board of Trustees by presenting a resolution as requested per the financial audit. After discussion was held, board member Kale motioned to approve the resolution setting an investment policy for Osceola Water Board of Trustees of the City of Osceola, Iowa and Neas seconded the motion. Roll call of the vote was;

Ayes: Kale, Neas, O'Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

***Resolution 2014-12***

Water Superintendent Brandon Patterson opened the discussion regarding roofing repairs at 208 West Jefferson Street by presenting changes as requested at the July 3, 2014 meeting. Mr. Patterson reminded the board that the project must be completed by October in order to receive benefits from the grant. After discussion was held, board member Kale motioned to approve the agreement with The Duerson Corporation and Neas seconded the motion.

Ayes: Kale, Neas, O'Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

Utility Office Manager Carrie Benda opened the discussion regarding a water leak adjustment request for 411 Kelly Lane by presenting the current form and explanation regarding usage and how the credit was calculated. After discussion, the board took no action.

Utility Office Manager Carrie Benda opened the discussion regarding setting a leak request amount by requesting guidance for a policy to be put in place. This policy will be used for handling future credit requests. Discussion was held regarding the cost Osceola Water Works bears per gallon of water. After discussion, board member Neas proposed if the credit amount is \$100 or below, the customer bears the cost for the entire amount owed and if above \$100, the board may consider reducing the overage to the cost of production based on written and oral presentation by the customer to the board. A policy will be drafted for approval at the next meeting.

Water Superintendent Brandon Patterson opened the discussion regarding developing a commercial shut-off policy. Discussion was held regarding the current process for handling commercial accounts which include businesses and apartment facilities. The board discussed the steps needed to develop this policy including; recommending a policy to staff, sending communication to the City Council, passing the policy by resolution and communicating the change to customers.

Water Superintendent Brandon Patterson opened the discussion regarding a private service line at 116 & 130 E. Jefferson Street. Mr. Patterson stated that a request was received to disconnect the services at 130 E. Jefferson Street and how this could not be fulfilled due to 116 E. Jefferson Street not having its own service line and shut off. After discussion, board member Kale motioned to approve staff to run a water line to 116 E. Jefferson Street and set a meter pit and also issue a notice to the homeowner regarding hooking into this meter pit and Neas seconded the motion.

Ayes: Kale, Neas, O'Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding a capital improvement plan & equipment purchase by presenting desired projects that are necessary to be completed over

a period of time. Discussion was held regarding the FY 2014-2015 projects. After discussion, board member Kale motioned to approve plant projects to include the lagoon, transfer pumps and motors, high service pump pressure relief valves and clear well rehabilitation. Also approved were distribution projects to include the roof repairs to 208 West Jefferson St. and water main replacement on South Lincoln Street. Board member Neas seconded the motion.

Ayes: Kale, Neas, O’Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding setting a work session date for strategic planning by presenting possible dates and topics that would be discussed including; staffing, distribution projects, plant projects and equipment requirements. The board discussed dates and set Thursday, August 28, 2014 at 4:00 p.m. for a work session.

Water Board member Dave Neas opened the discussion regarding developing a committee to redesign employee evaluations for the upcoming year. Mr. Neas motioned for board member Kale and Superintendent Brandon Patterson to serve on a committee to redesign employee evaluations for the upcoming year and Kale seconded the motion.

Ayes: Kale, Neas, O’Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

Water Board member Dave Neas opened the discussion regarding setting the remaining employee compensation for the current year by stating the board’s intent in the future is to redesign the current employee evaluation process. Mr. Neas motioned to issue an increase of 3% to be retroactive back to July 1, 2014 for Water Superintendent Brandon Patterson. Neas requested during the strategic planning process we make certain the salary is where it needs to be for the position. Board member Kale seconded the motion.

Ayes: Kale, Neas, O’Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

Superintendent Report: Brandon Patterson reported on the North East Street project, Kading Development project, and an employee moving toward taking the grade II treatment test. Also reported was an update on the Reservoir Commission and an update on upcoming policies. Mr. Patterson concluded by giving an update regarding communication with the auditing firm and City regarding projects.

Vice Chair O’Hair presented the consent agenda. Board member Neas motioned to approve the consent agenda as presented and Kale seconded the motion. The consent agenda included the Aging Report and YTD Budget Report, Minutes from the June 10, 2014 & July 3, 2014 meetings as well as the following Bills and Claims:

AFLAC	PAYROLL	\$334.00
ALLIANT ENERGY	SERVICES	\$7,097.25
AUTOMATIC SYSTEMS CO	SERVICES	\$1,317.75
CARD MEMBER SERVICE	SERVICES	\$1,404.99
CARD SERVICE CENTER	SERVICES	\$36.79
CHEM-SULT	CHEMICALS	\$65,996.68
COUNTRY CONCRETE	SERVICES	\$525.00
CR SERVICES	SUPPLIES	\$418.69
DATA TECHNOLOGIES	SOFTWARE	\$13,982.50
WYATT FARRELL	REFUND	\$.12
HACH COMPANY	SERVICES	\$594.47
HIGHWAY LUMBER	SERVICES	\$107.82
HYDRITE CHEMICAL CO.	CHEMICALS	\$1,702.40
IA ASSOCIATION OF MUNICIPAL	DUES	\$369.00

DEPT OF HUMAN SERVICES	PAYROLL	\$1,160.60
IA DEPT OF NATURAL RESOURCES	SERVICES	\$30.00
IDEAL READY MIX	SERVICES	\$637.50
INTERNAL REVENUE SERVICE	PAYROLL	\$6,593.64
IOWA DEPT OF REVENUE	PAYROLL	\$2,688.00
IOWA DEPT OF REVENUE	SALES TAX	\$5,462.00
IOWA ONE CALL	SERVICES	\$73.40
IPERS	PAYROLL	\$4,973.93
J P AUTO	SUPPLIES	\$68.35
LINDSAY MASTERS	DEPOSIT REFUND	\$100.00
MET LIFE	DENTAL INSURANCE	\$464.78
METERING & TECHNOLOGY	SERVICES	\$3,058.15
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$71.72
DENNIS MITCHELL	REFUND	\$.58
MUNICIPAL SUPPLY CO	SERVICES	\$21,601.75
MUTUAL OF OMAHA	LIFE INSURANCE	\$92.76
MARVIN NAVAS	DEPOSIT REFUND	\$100.00
OSCEOLA SERVICE	SERVICES	\$46.59
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$1,326.83
BRITTINI PETTY	DEPOSIT REFUND	\$100.00
SAMANTHA RIEKENA	DEPOSIT REFUND	\$100.00
SAVAGE EXCAVATING	SERVICES	\$750.00
SCHILDBERG CONSTRUCTION CO	SERVICES	339.05
SEMINOLE ENERGY SERV	SERVICES	\$222.35
SOUTHERN IOWA SADDLE SHOP	SUPPLIES	\$175.00
STATE HYGENIC LABORATORY	LAB TESTING	\$121.00
MACEO STRICKLAND	DEPOSIT REFUND	\$100.00
RHODA THOMPSON	DEPOSIT REFUND	\$100.00
THREE C DESIGN	SERVICES	\$50.00
U.S. CELLULAR	COMMUNICATION	\$280.49
U.S. POST OFFICE	POSTAGE	\$516.60
UNITED HEALTH CARE	HEALTH INSURANCE	\$8,795.22
USA BLUEBOOK	SERVICES	\$1,131.37
ABILENE VERWERS	DEPOSIT REFUND	\$100.00
VETTER EQUIPMENT CO.	SUPPLIES	\$372.30
WILD BLUE	SERVICES	\$86.32
AARON WILLSON	DEPOSIT REFUND	\$100.00
WINDSTREAM	COMMUNICATION	\$66.31
ZIMCO SUPPLY CO.	SUPPLIES	\$14.90
TOTAL CLAIMS		\$179,845.80

Ayes: Kale, Neas, O’Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

Utility Office Manager Carrie Benda reported on the financial audit and requested payroll information from the board.

Board Member Reports: Dave Neas reported on the Facebook page Osceola Scoop.

There being no further business to discuss, board member Neas motioned and Kale seconded adjournment at 7:35 p.m.

Ayes: Kale, Neas, O’Hair  
Nays: None  
Absent: Rychnovsky, Contreras  
Motion Passed

Attest:

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MacKenzie O’Hair, Vice Chair

Carrie Benda, Utility Office Manager