

OSCEOLA WATER BOARD

August 1, 2013

The Osceola Water Board met for the regularly scheduled meeting on Thursday, August 1, 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. Board member Bill Freeman was absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda 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 the administrative assistant job description by stating that this is a part time position, expected to hold ten to twenty hours per week depending on the office needs. The salary would be an hourly rate of \$10.00. After discussion was held, board member Dave Neas motioned to authorize staff to advertise for a position with the requested changes on the job description and come back to the board with a hiring recommendation.

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Freeman

Motion Passed

Water Superintendent, Brandon Patterson opened the discussion regarding the employee manual sections one through three by stating that he had gone through the document and changed the verbiage from City of Osceola to Osceola Water Works. Board member Neas recommended that the manual be broke out into sections and the board members each take a section and report back. Mr. Neas recommended that sections one through three be discussed at the September meeting and then sections four through six at the October meeting. No further action was taken on this matter.

Water Superintendent, Brandon Patterson opened the discussion regarding the purchase of an air compressor by stating that this is a capital purchase which is budgeted for this year. Mr. Patterson submitted two quotes for new and used equipment. Mr. Patterson explained that the department would use this for main breaks in concrete as well as sand blasting of fire hydrants. Discussion was held regarding the research of compressor options where the board could possibly set aside funds to get another capital item at the same time. This item was tabled until the September meeting.

Water Superintendent, Brandon Patterson opened the discussion regarding the purchase of a concrete saw by stating that he had contacted vendors to get an idea of what the department would need for main breaks. Presented were quotes from Star Equipment and Logan Contractors. After discussion, the board decided to table this topic until the September meeting for a discussion on the capital equipment purchases.

Utility Office Manager, Carrie Benda presented a resolution to allow for bills to be paid prior to meetings. Mrs. Benda stated that per the board's request, information had been obtained to make certain we were in compliance with the rules for paying these bills. The resolution presented would include the bills and claims for payroll, postage and bonded indebtedness as well as any bill where additional charges would be assessed. These bills would be placed on the claims list for approval at the next meeting. After further discussion, board member Neas motioned approval of the presented resolution authorizing certain types of expenditure warrants to be paid prior to the next board meeting and O'Hair seconded the motion. Roll call of the vote was;

Ayes: O'Hair, Crawford, Neas, Rychnovsky

Nays: None

Absent: Freeman
Motion Passed
Resolution 2013-08

Water Superintendent Report: Brandon Patterson reported on an add published in the Osceola Sentinel Tribune and Advertiser regarding the taste and odor issues with the water. Mr. Patterson stated that he is working with the engineer's office regarding a long term fix on this issue. Also reported was the building repair phases and the online bill pay system.

Utility Office Manager, Carrie Benda presented the consent agenda which included the aging report, YTD budget meeting minutes from the June 6, 2013 meeting and the following bills and claims.

AIRPORT GRAPICS	SERVICES	\$200.00
ALLIANT ENERGY	UTILITIES	\$6,824.30
BOB HAMILTON	REIMBURSEMENT	\$16.05
BOBS AUTO SUPPLY	PARTS	\$13.12
BUD JONES CONSTRUCTION	SERVICES	\$1,186.00
CARBON CENTRAL, LLC	CHEMICALS	\$49,154.50
CARD MEMBER SERVICE	SERVICES	\$2,320.51
CASEY'S GERNAL STORE	FUEL	\$1,381.49
CHEM-SULT INC.	CHEMICALS	\$49,840.72
CITY OF OSCEOLA	MONTHLY REIMBURSE	\$121,371.47
CR SERVICES	SUPPLIES	\$10.37
ELCOCK LAW FIRM	LEGAL SERVICES	\$819.00
FISHER SCIENTIFIC	LAB TESTING	\$3,248.05
HACH COMPANY	SUPPLIES	\$883.74
HD SUPPLY WATERWORKS	SUPPLIES	\$1,384.92
IOWA HEALTH PHYSICIANS	PHYSICAL	\$260.00
MATT PARROTT	SUPPLIES	\$428.45
MET LIFE	DENTAL INSURANCE	\$565.91
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$39.00
MIKE HENRY	REIMBURSEMENT	\$16.05
MUNICIPAL SUPPLY	SUPPLIES	\$3,000.48
MUTUTAL OF OMAHA	LIFE INSURANCE	\$64.86
OSCEOLA FARM & HOME	SUPPLIES	\$394.52
PENICK ELECTRIC	SUPPLIES	\$13.99
ROBINSONS CO	SUPPLIES	\$154.53
SHANE SELSOR	REIMBURSEMENT	\$16.05
SOLUTIONS	SUPPLIES	\$7.98
STAR EQUIPMENT, LTD	EQUIPMENT	\$263.34
STATE HYGENIC LABORATORY	LAB TESTING	\$130.00
U.S. POST OFFICE	POSTAGE	\$531.44
UNITED HEALTH CARE	HEALTH INSURANCE	\$8,854.71
WILDER'S TRUCK SERVICE	SERVICES	\$845.15
WINDSTREAM	COMMUNICATION	\$65.70
ZIEGLER INC.	EQUIPMENT	\$5,470.00

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

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

Utility Office Manager Report: Carrie Benda gave an update on the software.

Board Member Reports: Dave Neas reported that he was glad to be back home. Mr. Neas also reported that he was glad to get back to Osceola water as he had also experienced water with taste and odor problems in Florida while gone. Alisha Crawford expressed her concern for finding a solution for working together. Board members O'Hair and Rychnovsky had nothing to report.

There being no further business to discuss, board member Neas motioned and O'Hair seconded adjournment at 6:45 p.m.

Ayes: Crawford, O'Hair, Rychnovsky

Nays: None
Absent: Neas, Freeman
Motion Passed

Attest:

Ryan Rychnovsky, Chairman

Carrie Benda, Deputy Clerk

Board approved 9-5-2013.