

OSCEOLA WATER BOARD

April 7, 2016

The Osceola Water Board met for the regularly scheduled meeting on Thursday, April 7, 2016 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Vice - Chairman Larry Bishop with the following Board Members present: Laura Castro and Mark Binning. Board members O'Hair and Kale were absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Administrative Assistant Kim Allard, Dallas Blair, Marlin Eddy and others not signed in.

Board member Binning motioned to approve the agenda as presented and Castro seconded the motion.

Ayes: Castro, Binning, Bishop

Nays: None

Absent: O'Hair, Kale

Motion Passed

No one spoke to the board about items not on the agenda.

Utility Office Manager Carrie Benda opened the discussion regarding a water leak adjustment request for 1115 South Ridge Road by introducing Marlin Eddy to the board. Mr. Eddy stated that the property at 1115 S. Ridge Road has water service for a home that is vacant and a calf lot. During the month of February, a pipe split leaking a large amount of water onto the ground. This was found during the monthly reading process and was repaired right away. Mr. Eddy requested a reduction in the bill due to this leak. Mrs. Benda presented the section of the rules and regulations pertaining to water leak adjustment and consumption history of the account. After discussion, board member Binning motioned to approve reducing the water portion of the utility bill to the production cost of water and for a credit for the difference be issued to the account and Castro seconded the motion.

Ayes: Castro, Binning, Bishop

Nays: None

Absent: O'Hair, Kale

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the amendment to the amended and reinstated commitment to agreed use of funds by updating the board on the Clarke County Reservoir project. Mr. Patterson presented the resolution titled amended and restated recommitment to agreed use of funds to the board. After discussion, board member Castro motioned to approve the resolution as presented and Binning seconded the motion. Roll call of the vote was;

Ayes: Castro, Binning, Bishop

Nays: None

Absent: O'Hair, Kale

Motion Passed

***Resolution 2016-10***

Water Superintendent Brandon Patterson opened the discussion regarding Osceola Water Works staffing and employee job descriptions by presenting an updated job description for an Administrative Assistant. Mr. Patterson stated the change would be to remove GIS Specialist from the job description. Mr. Patterson reminded the board that the GIS duties were originally shared between two positions, but now feels that the GIS process would be better streamlined under one person. After discussion, board member Binning motioned to approve the new job description for Administrative Assistant and Castro seconded the motion.

Ayes: Castro, Binning, Bishop

Nays: None  
Absent: O'Hair, Kale  
Motion Passed

Secondly, Mr. Patterson presented a job description to change the Water Maintenance Operator II position to a Water Maintenance Operator II/GIS Specialist. After discussion, board member Castro motioned to approve the new job description for Water Maintenance Operator II/GIS Specialist and Binning seconded the motion.

Ayes: Castro, Binning, Bishop  
Nays: None  
Absent: O'Hair, Kale  
Motion Passed

Completing this topic, Mr. Patterson stated that the Water Distribution Foreman position was posted interdepartmentally and two employees applied. After conducting interviews, Mr. Patterson recommended to the board to promote Dallas Blair to the Water Distribution Foreman with a salary of \$48,297.60 effective immediately. After discussion, board member Binning motioned to approve awarding the Water Distribution Foreman salary position to Dallas Blair at an annual salary amount of \$48,297.60 and upon receipt of receiving his grade II license his annual pay would increase to \$51,750.40. Castro seconded the motion.

Ayes: Castro, Binning, Bishop  
Nays: None  
Absent: O'Hair, Kale  
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the Water Works building project at 208 West Jefferson St. by stating he wishes to table this discussion til the May meeting as all expected bids did not get received.

Water Superintendent Report: Brandon Patterson presented to the board that he is currently working on staff evaluations and will have anticipated proposals for the May meeting. Mr. Patterson continued by updating the board on our new website and upcoming articles, a main break that occurred during the month on Jeffrey's Drive, two new fire hydrants that were installed by Osceola Water Works staff and the creation of a customer inquiry form that will be held for documentation purposes. Mr. Patterson completed his report by giving an update on the Consumer Confidence Report.

Vice Chairman Bishop presented the consent agenda. Board member Binning motioned to approve the consent agenda as presented and Castro seconded the motion. The consent agenda included the Aging Report, YTD Budget Report, minutes from the meetings held on March 3, 2016 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$262.88
AGSOURCE LABORATOIRES	LAB TESTING	\$76.00
ALLIANT ENERGY	UTILITIES	\$7,024.63
ALTEC	SERVICES	\$19.00
CARBON CENTRAL, LLC	CARBON	\$131,787.00
CARD MEMBER SERVICE	SERVICES	\$135.38
CASEY'S GENERAL STORES	FUEL	\$795.52
CHEM-SULT, INC.	CHEMICALS	\$5,254.59
CRYSTAL CIECAOLNE	DEPOSIT REFUND	\$100.00
CINTAS FIRST AID & SAFETY	SERVICES	\$312.78
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$141,555.81
CRESTON PUBLISHING COMPANY	PUBLICATIONS	\$166.29
D & D PEST CONTROL	SERVICES	\$90.00
FAREWAY STORES	SUPPLIES	\$8.39
HD SUPPLY WATERWORKS	SUPPLIES	\$1,019.23
HYDRITE CHEMICAL CO.	CHEMICALS	\$2,874.40
IA ASSOCIATION OF MUNICIPAL	MEMBERSHIP DUES	\$783.71
IA DEPT OF HUMAN SERVICES	PAYROLL	\$657.25
IA DEPT OF NATURAL RESOURCES	PERMIT	\$211.60
IDEAL READY MIX CO	CONCRETE	\$987.00

INTERNAL REVENUE SERVICE	PAYROLL	\$9,475.45
INTERSTATE ALL BATTERY CENTER	SERVICES	\$43.16
IOWA DEPT OF REVENUE	PAYROLL	\$1,350.00
IOWA DEPT OF REVENUE	SALES TAX	\$4,753.08
IOWA ONE CALL	SERVICES	\$33.50
IPERS	PAYROLL	\$4,482.15
J P AUTO	SERVICES	\$19.56
MET LIFE	DENTAL INSURANCE	\$298.84
METERING & TECHNOLOGY SOLU	WATER METERS	\$3,629.12
MIDLAND GIS SOLUTIONS LLC	SERVICES	\$4,400.00
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$65.14
RITA MONEY	DEPOSIT REFUND	\$100.00
ASHLEY MORRIS	DEPOSIT REFUND	\$100.00
MUNICIPAL SUPPLY INC.	SERVICES	\$3,475.60
MUTUAL OF OMAHA	LIFE INSURANCE	\$60.24
OSCEOLA FARM & HOME	SUPPLIES	\$506.20
IRINA OSIYUK	DEPOSIT REFUND	\$150.00
PENICK ELECTRIC	SERVICES	\$122.97
HEATHER REESE	DEPOSIT REFUND	\$100.00
ROBINSONS CO	SUPPLIES	\$28.96
SCHILDBERG CONSTRUCTION CO	ROCK	\$1,034.45
SEMINOLE ENERGY SERVICES	NATURAL GAS	\$1,001.28
SHAZAM	FEES	\$10.00
SOLUTIONS	SERVICES	\$97.18
SPOKE COMMUNICATIONS	SERVICES	\$1,500.00
STAR EQUIPMENT, LTD	SERVICES	\$549.45
STATE HYGENIC LABORATORY	LAB TESTING	\$702.50
TOM & JOHN'S AUTO SERVICE	SERVICES	\$226.34
U.S. CELLULAR	COMMUNICATION	\$268.51
U.S. POST OFFICE	POSTAGE	\$590.86
UNITED HEALTH CARE	HEALTH INSURANCE	\$6,352.14
WILD BLUE	COMMUNICATION	\$346.10
	TOTAL	\$366,240.19

Ayes: Castro, Binning, Bishop

Nays: None

Absent: O'Hair, Kale

Motion Passed

Utility Office Manager Carrie Benda reported to the board payments received from the Income Offset Program.

There were no board member reports.

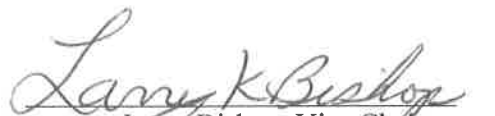
There being no further business to discuss, board member Binning motioned and Castro seconded adjournment at 5:54 p.m.

Ayes: Castro, Binning, Bishop

Nays: None

Absent: O'Hair, Kale

Motion Passed

  
Larry Bishop, Vice Chair  
5/12/2016

Attest:

  
Carrie Benda, Utility Office Manager

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Approved by the Osceola Water Board of Trustees on Thursday, April 12, 2016.