

OSCEOLA WATER BOARD
March 3, 2016

The Osceola Water Board met for the regularly scheduled meeting on Thursday, March 3, 2016 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Chairman Alisha Kale with the following Board Members present: Larry Bishop, Laura Castro MacKenzie O'Hair and Mark Binning. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Administrative Assistant Kim Allard, Bob Johnson, Dave Beck and others not signed in.

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

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

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

Water Superintendent Brandon Patterson opened the discussion regarding Osceola Senior Center's request to have the water portion of the utility bill waived by introducing Bob Johnson to the board. Mr. Patterson stated at the last meeting, the board asked staff to put together a listing of donations granted. Mr. Johnson presented the financials for the Osceola Senior Center to the board and requested the donation of water service for the center. After discussion, board member Bishop motioned to approve resolution 2016-07 authorizing a donation to the Osceola Senior Center for water services for 2016 and Castro seconded the motion. Roll call of the vote was:

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

Resolution 2016-07

Water Superintendent Brandon Patterson introduced Dave Beck, Project Manager of the Clarke County Reservoir Commission to the board. Mr. Beck gave an update regarding the Commissions progress and anticipated next steps for the project.

Water Superintendent Brandon Patterson opened the discussion regarding amending rule 2 of the Osceola Water Works rules and regulations by stating at the February meeting, there was discussion regarding customer deposit requirements. At this meeting, the board asked for this rule to be brought back for amendments. Mr. Patterson presented a resolution to amend the requirement to state a deposit is required in a rental or contract sale situation. After discussion, board member Binning motioned to approve resolution 2016-09 to amend rule 2 water deposits of the Osceola Water Works rules and regulations and O'Hair seconded the motion. Roll call of the vote was:

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

Resolution 2016-09

Water Superintendent Brandon Patterson opened the discussion regarding Water Works staffing & employee job descriptions by presenting a current employee flow chart and discussed the current vacancy at the water treatment plant. Mr. Patterson stated that after evaluating the employees within the department he recommended some changes within the department to increase efficiency and job performance.

Mr. Patterson's first presented the request to fill the vacant Water Treatment Plant Operator position with Steve Aldridge who is the current Water Works Foreman and change his status from salary to hourly with a pay rate of \$23.69. After discussion, board member Binning motioned to approve moving Steve Aldridge from Water Works Foreman to Water Treatment Plant Operator at an hourly rate of \$23.69 and O'Hair seconded the motion.

Ayes: Bishop, Castro, O'Hair, Binning, Kale

Nays: None

Motion Passed

Mr. Patterson presented that with the change of Steve Aldridge from Water Works Foreman to Water Treatment Plant Operator, a vacancy of the Water Works Foreman position. Mr. Patterson presented a job description for a Water Works Distribution Foreman and stated that he wanted the board's approval to post the approved job description interdepartmentally and bring back the request for filling this position at a future date. After discussion, board member Bishop motioned to approve the job description to change the Water Works Foreman position to a Distribution Water Works Foreman position and O'Hair seconded the motion.

Ayes: Bishop, Castro, O'Hair, Binning, Kale

Nays: None

Motion Passed

Mr. Patterson presented a request to be able to cross train an employee who currently is the Water Distribution Technician. Mr. Patterson stated that by creating this position, it will allow flexibility to have an employee cross train in both treatment and distribution facilities. Mr. Patterson presented a request to change the current job description titled Water Distribution Technician to Water Distribution Technician/Water Plant Operator and appoint Levi Dunbar to this position. After discussion, board member O'Hair motioned to amend the Water Distribution Technician/Water Plant Operator job description as presented and appoint Levi Dunbar to this position. Binning second the motion.

Ayes: Bishop, Castro, O'Hair, Binning, Kale

Nays: None

Motion Passed

Completing this discussion, Mr. Patterson asked the board's assistance with a request received from Water Works Foreman Steve Aldridge. Mr. Patterson presented that with the vacancy at the Water Treatment Plant, Steve Aldridge stepped into the plant position on February 17, 2016 filling the vacancy. Mr. Aldridge requested to be compensated for the 10.25 hours he worked in excess of the normal work week. After discussion, board member Bishop motioned to compensate Mr. Aldridge an hourly wage of \$23.69 back to February 17, 2016 for Mr. Aldridge and Castro seconded the motion.

Ayes: Bishop, Castro, O'Hair, Binning, Kale

Nays: None

Motion Passed

Water Superintendent Report: Brandon Patterson gave an update to the board on the communication plan with Spoke Communications including; annual newsletter, new website launch, weekly updates of projects. Continuing on, Mr. Patterson informed the board of a main break by the Clarke Elementary school and updates on the GIS mapping project. Completing his report, Mr. Patterson presented the scheduled carbon change out at the Water Treatment plant and updated the board regarding issues at the new Kading Properties development.

Chairman Kale presented the consent agenda. Board member Bishop 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 meetings held on February 4, 2016 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$289.40
AGSOURCE LABORATORIES	LAB TESTING	\$78.00

ALLIANT ENERGY	UTILITY	\$6,285.93
BERT GURNEY & ASSOCIATES INC	LAB TESTING	\$568.59
CARD MEMBER SERVICE	SERVICES	\$838.20
CASEY'S GENERAL STORES	FUEL	\$939.15
CHEM-SULT INC.	CHEMICALS	\$36,702.61
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$113,235.12
CRESTON PUBLISHING COMP	PUBLICATION	\$134.71
FALLER, KINCHELOE & CO, PLC	SERVICES	\$2,750.00
FAREWAY STORES	SUPPLIES	\$14.76
FELD FIRE	SERVICES	\$175.00
FP MAILING SOLUTIONS	SERVICES	\$90.00
HACH COMPANY	LAB TESTING	\$1,637.12
HDR ENGINEERING, INC.	SERVICES	\$4,792.17
JOSEPH HOLLINGER	DEPOSIT REFUND	\$100.00
HYDRITE CHEMICAL CO.	CHEMICALS	\$2,874.40
IA DEPT OF HUMAN SERVICES	PAYROLL	\$525.80
INTERNAL REVENUE SERVICE	PAYROLL	\$9,351.53
IOWA DEPT OF REVENUE	PAYROLL	\$3,024.00
IOWA ONE CALL	SERVICES	\$66.10
IPERS	PAYROLL	\$4,935.91
J P AUTO	SUPPLIES	\$40.93
JETCO, INC.	MAINTENANCE	\$2,031.00
MATT PARROTT	SUPPLIES	\$1,181.08
MET LIFE	DENTAL INSURANCE	\$432.90
METERING TECHNOLOGIES & SOL	WATER METERS	\$9,323.86
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$98.63
MUNICIPAL SUPPLY INC	SUPPLIES	\$93.05
MUTUAL OF OMAHA	LIFE INSURANCE	\$72.50
JUSTIN NASH	DEPOSIT REFUND	\$53.35
O'REILLY AUTO PARTS	SERVICES	\$59.86
ANTONIO ORTIZ	DEPOSIT REFUND	\$3.44
OSCEOLA CHAMBER MAINSTREET	DONATION	\$150.00
OSCEOLA FARM & HOME	SUPPLIES	\$110.74
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$243.21
REYNOLDSON & VANWERDEN LLP	LEGAL SERVICES	\$399.38
ROBINSONS CO	SUPPLIES	\$31.77
ROSA MARIA RODRIGUEZ	DEPOSIT REFUND	\$100.00
SEMINOLE ENERGY SERVICES	NATURAL GAS	\$1,789.03
SOLUTIONS	SERVICES	\$97.18
SPOKE COMMUNICATIONS, LLC	SERVICES	\$1,500.00
STATE HYGENIC LABORATORY	SERVICES	\$575.50
SUPERIOR CONSTRUCTION	SERVICES	\$254.71
TOM & JOHN'S AUTO SERVICE	SERVICES	\$274.73
U.S. CELLULA	COMMUNICATION	\$230.62
U.S. POST OFFICE	POSTAGE	\$489.41
UNITED HEALTH CARE	HEALTH INSURANCE	\$6,523.61
WILD BLUE	COMMUNICATION	\$86.32
WINDSTREAM	COMMUNICATION	\$345.68
BONNIE WOODS	REIMBURSEMENT	\$38.09
ZEE MEDICAL INC	SERVICES	\$58.40
ZIMCO SUPPLY CO	SERVICES	\$441.00
ALEKSANDER ZINCHENKO	DEPOSIT REFUND	\$100.00
	TOTAL	\$238,595.35

Ayes: Bishop, Castro, O'Hair, Binning, Kale

Nays: None

Motion Passed

Utility Office Manager Carrie Benda reported to the board of the projects being worked on by staff and the financial audit report.

There were no board member reports.

There being no further business to discuss, board member O'Hair motioned and Castro seconded adjournment at 6:28 p.m.

Ayes: Bishop, Castro, O'Hair, Binning, Kale

Nays: None

Motion Passed


Alisha Kale, Chair

Attest:


Carrie Benda, Utility Office Manager

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Approved by Osceola Water Board of Trustees on April 7, 2016.