

OSCEOLA WATER BOARD

July 11, 2019

The Osceola Water Board met for the rescheduled meeting on Thursday, July 11, 2019 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Vice Chair Larry Bishop with the following Board Members present: MacKenzie O'Hair and Mark Binning. Board member Alisha Kale and Jim Kimball were absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Suzanne Slaymaker Frost and others not signed in.

Board member Binning motioned to approve the agenda as presented and O'Hair seconded the motion.

Ayes: O'Hair, Binning, Bishop

Nays: None

Absent: Kale, Kimball

Motion Passed

Suzanne Slaymaker Frost spoke to the board regarding her water service at the property of 113 S. Main Street.

Utility Office Manager Carrie Benda opened the discussion regarding waiver of penalty for Osceola Foods by stating there is a request for waiver of the penalty received in May 2019 in the amount of \$6,627.21. Mrs. Benda stated that Osceola Foods was transitioning accounts payable systems and the check was not received by the end of the day on the 15th of the month. After discussion, board member Binning motioned to authorize waiver of the May 2019 penalty in the amount of \$6,627.21 and O'Hair seconded the motion.

Ayes: O'Hair, Binning, Bishop

Nays: None

Absent: Kale, Kimball

Motion Passed

Utility Office Manager Carrie Benda opened the discussion regarding the curb stop repairs at 208 S. Kossuth St. by presenting the curb stop was not functioning and Bud Jones Construction made the repairs with a total bill due of \$1,186.95. Per the request of Jodee Chalker, she requests to make payment of \$50.00/month to pay this bill in full. After discussion, board member Binning motioned to approve the request of payment on the account of \$50.00/month by the 15th of each month. Mr. Binning continued with if the payment is not received, the total outstanding bill is certified to the county taxes for collection. O'Hair seconded the motion.

Ayes: O'Hair, Binning, Bishop

Nays: None

Absent: Kale, Kimball

Motion Passed

Utility Office Manager Carrie Benda opened the discussion regarding moving finds from the operating account to make payment for the bond payment by presenting as an audit requirement, the board needs to approve the transfer of \$22,609.37 to make the required bond payments for FY 2019-2020. After discussion, board member O'Hair motioned to approve resolution 2019-08 and Binning seconded the motion. Roll call of the vote was:

Ayes: O'Hair, Binning, Bishop

Nays: None

Absent: Kale, Kimball

Motion Passed

Resolution 2019-08

Water Superintendent Brandon Patterson opened the discussion regarding employee job descriptions by stating that there was a meeting held with Chairman Kale prior to the office opening regarding work efficiencies, how to best communicate and job descriptions. Mr. Patterson stated that after this meeting, the job descriptions were pulled and reviewed. After review, Mr. Patterson stated that the majority of the descriptions were updated as employees were hired and/or moved to other positions except the Office Administration position. Mr. Patterson and Mrs. Benda walked the board through the current and proposed principal duties and responsibilities. After this discussion, board member Binning motioned to approve the job description for Office Administration and O’Hair seconded the motion.

Ayes: O’Hair, Binning, Bishop
 Nays: None
 Absent: Kale, Kimball
 Motion Passed

The board wished to table the discussion regarding employee evaluations and compensation until the next board meeting when there was a full board present. No action was taken.

Water Superintendent Report: Brandon Patterson reported to the board the building project; vestibule repair and light cover still needing to be completed. Mr. Patterson continued by giving and update on the Clarke County Reservoir project. Mr. Patterson concluded his report update on the pumpage figures.

Vice Chair Bishop presented the consent agenda. Board member O’Hair motioned to approve the consent agenda as presented and Binning seconded the motion. The consent agenda included the Aging Report reflecting an outstanding balance of \$27,453.74 on all utility services, YTD Budget Report, minutes from the meeting held on June 6, 2019 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$128.11
AGSOURCE LABORATORY	LAB TESTING	\$120.00
ALLIANT ENERGY	UTILITY	\$7,451.21
IMELDA CEJA ARREDONDO	DEPOSIT REFUND	\$82.72
BOBS AUTO SUPPLY	SERVICES	\$4.49
BUD JONES CONSTRUCTION	SERVICES	\$1,112.00
GALE MILLER BURDICK	DEPOSIT REFUND	\$100.00
CACTUS FAMILY FARMS	DEPOSIT REFUND	\$150.00
BEAU CAMPFIELD	REFUND	\$11.40
CARD MEMBER SERVICE	SERVICES	\$47.82
CASEY’S GENERAL STORES	FUEL	\$849.95
CENTERPOINT ENERGY SERVICES	NATURAL GAS	\$162.26
CHEM-SULT INC	CHEMICALS	\$33,568.66
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$151,008.73
CITY OF OSCEOLA – FLEX	PAYROLL	\$80.00
CITY OF OSCEOLA – HEALTH	HEALTH INSURANCE	\$7,090.08
CR SERVICES	SERVICES	\$165.10
CRESTON PUBLISHING COMP	PUBLICATION	\$198.06
D & D PEST CONTROL	SERVICES	\$45.00
D & R FEED, INC.	SERVICES	\$41.65
DESIGN ALLIANCE	SERVICES	\$58.00
ALLYSON DEUTSCH	DEPOSIT REFUND	\$95.36
ROXANN EVINS	DEPOSIT REFUND	\$150.00
AMANDA FISHER	DEPOSIT REFUND	\$150.30
CASEY FLUCKEY	REFUND	\$32.48
GILBERTS TRUE VALUE HOME	SERVICES	\$36.46
GWOKS	SERVICES	\$545.00
HAWKINS	CHEMICALS	\$1,285.00
RYLEY HEMBRY	DEPOSIT REFUND	\$150.00
HIGHWAY LUMBER	SUPPLIES	\$20.13
IA DEPT OF HUMAN SERVICES	PAYROLL	\$906.60
IA DEPT OF NATURAL RESOURCES	PERMIT	\$593.81
IDEAL READY MIX	CONCRETE	\$572.00
IMWCA	WORKMANS COMP	\$745.00
INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$9,654.93
IOWA DEPT OF REVENUE	WITHHOLDING TAXES	\$1,391.00
IOWA DEPT OF REVENUE	SALES TAX	\$4,974.00
IOWA FIRE EQUIPMENT COMPANY	SERVICES	\$439.10
IOWA ONE CALL	SERVICES	\$145.00
IPERS	PAYROLL	\$4,929.71

WHITNEY JACOBSEN	DEPOSIT REFUND	\$72.31
JETCO, INC.	SERVICES	\$1,100.40
BRIDGETT JOHNSON	DEPOSIT REFUND	\$119.63
JOSEPH MCMILLEN	REFUND	\$9.42
BLANCA MEDRANO	DEPOSIT REFUND	\$150.00
MET LIFE	DENTAL INSURANCE	\$426.15
METERING & TECHNOLOGY SOL	WATER METERS	\$2,233.40
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$103.26
DOUG MILLER	DEPOSIT REFUND	\$150.00
MUNICIPAL MANAGEMENT CORP	SERVICES	\$1,500.00
MUNICIPAL SUPPLY INC.	SUPPLIES	\$75.40
MUTUAL OF OMAHA	LIFE INSURANCE	\$57.04
CASSIE O'HAIR	DEPOSIT REFUND	\$29.67
OSCEOLA FARM & HOME	SUPPLIES	\$10.36
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$928.91
MIKE OTTO	DEPOSIT REFUND	\$115.42
CINDY PATTERSON	REFUND	\$39.43
POLK CO SHERIFF	SERVICES	\$240.32
JESSE REED	REIMBURSEMENT	\$102.78
RUSTY'S AUTO SALES & SERVICE	SERVICES	\$94.49
SHAZAM	MONTHLY SERVICES	\$25.00
JENNIFER SIMMONS	DEPOSIT REFUND	\$82.95
SPOKE COMMUNICATIONS, LLC	SERVICES	\$50.00
STATE HYGENIC LABORATORY	LAB TESTING	\$701.00
SEAN SWANSON	DEPOSIT REFUND	\$88.68
GARRETT TIPPON	DEPOSIT REFUND	\$25.99
U.S. CELLULAR	COMMUNICATION	\$395.76
U.S. POST OFFICE	POSTAGE	\$450.80
DANI ANSANT	DEPOSIT REFUND	\$31.68
JANET WICKETT	DEPOSIT REFUND	\$26.68
WILD BLUE	COMMUNICATION	\$85.90
WINDSTREAM	COMMUNICATION	\$368.07

TOTAL ACCOUNTS PAYABLE \$238,759.52

TOTAL PAYROLL \$28,935.18

TOTAL PAID \$267,694.70

Ayes: O'Hair, Binning, Bishop

Nays: None

Absent: Kale, Kimball

Motion Passed

Utility Office Manager Carrie Benda reported on year end, debit and credit card payments and upcoming vacation.

MacKenzie O'Hair and Mark Binning reported that they will be unavailable at the August 1, 2019 board meeting.

There being no further business to discuss, board member O'Hair motioned and Binning seconded adjournment at 6:12 p.m.

Ayes: O'Hair, Binning, Bishop

Nays: None

Absent: Kale, Kimball

Motion Passed


Larry Bishop, Vice Chariman

Attest:


Carrie Benda, Utility Office Manager

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Approved by the Osceola Water Board of Trustees on Thursday, August 8, 2019.