

OSCEOLA WATER BOARD  
April 2, 2020

The Osceola Water Board met for the regularly scheduled meeting via telephone on Thursday, April 2, 2020 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, MacKenzie O'Hair, Mark Binning and James Kimball. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Water Works Foreman Royce Robertson. No one from the public joined the conference call line that was posted and provided.

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

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

No one addressed the board about items not on the agenda.

Water Superintendent Brandon Patterson opened the discussion regarding amending rule #5 Labor & Rates of the Osceola Water Works Rules and Regulations by presenting information from the March board meeting regarding incorporating an administration fee for contracted stop box repairs. After discussion, board member Kimball motioned to approve resolution 2020-04 adding verbiage of a \$100.00 administration fee and Binning seconded the motion. Roll call of the vote was:

Ayes: Kimball, Binning, O'Hair, Bishop, Kale  
Nays: None  
Motion Passed  
**Resolution 2020-04**

Utility Office Manager Carrie Benda opened the discussion regarding amending rule #8 Meter and Tap Fees in the Osceola Water Works Rules and Regulations by presenting information regarding updates on new meter types, updated prices for 2020 and explained the reorganization of the form layout. After discussion, board member Kimball motioned to approve resolution 2020-05 and Binning seconded the motion. Roll call of the vote was:

Ayes: Kimball, Binning, O'Hair, Bishop, Kale  
Nays: None  
Motion Passed  
**Resolution 2020-05**

Water Superintendent Brandon Patterson opened the discussion regarding amending rule #39, 10 Disinfection/Bacterial Sampling in the Osceola Water Works Rules and Regulations by presenting information of the requirement to test new service lines before being placed in service. The testing of the sample is time sensitive and is required to be sent to a certified lab. Mr. Patterson requested the change to be made to include a fee of \$60.00 charged to the contractor by Osceola Water Works for each test completed. Mr. Patterson stated this cost would reimburse the utility for the shipping and lab fees associated with each sample. After discussion, board member Binning motioned to approve resolution 2020-06 to add the verbiage and cost to the rule and Kimball seconded the motion. Roll call of the vote was:

Ayes: Kimball, Binning, O'Hair, Bishop, Kale  
Nays: None  
Motion Passed  
**Resolution 2020-06**

Water Superintendent Brandon Patterson opened the discussion regarding the carbon change out at the water treatment plant. Mr. Patterson stated that this project was identified as being one to be paid for out of our capital budget and that he is being cautious of how the funds are being spent. Mr. Patterson recommended to start the process with changing four of the eight filters in April and then monitoring the situation to determine if the next four filters could be held off on until the next calendar year. After discussion, board member Kimball motioned to approve the 2020 quote for carbon change out in four of the eight filters for a cost of \$46,800.00 and Binning seconded the motion.

Ayes: Kimball, Binning, O’Hair, Bishop, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding a liquid chlorine conversion project and lagoon flow requirement from the IDNR. The first project includes phasing out the gas chlorine and switching to liquid chlorine. The second project is a new requirement to monitor the volume of flow from the lagoons discharge. Mr. Patterson stated that he received an engineering cost for the chlorine conversion and it was significantly more than anticipated. Recommendation to the board was made to update the gas chlorine process and work on building reserves to cover the conversion project at a later date. Continuing on, Mr. Patterson stated that we have to move forward with the lagoon process to be in compliance. The engineer recommended installing a new manhole adjacent to the lagoon with metering equipment and installation of electricity from the plant. This was estimated to cost a minimum of \$25,000. Mr. Patterson stated that he had completed research and found a meter that could be used and installed in the current discharge pipe. This solution would be a portable unit that is battery powered and approval from the IDNR for use has been received. The cost is \$5,415 and would eliminate the cost associated for the manhole and electricity installation mentioned earlier. After discussion, board member Binning motioned to approve the lagoon meter at a cost of \$5,415 and Bishop seconded the motion.

Ayes: Kimball, Binning, O’Hair, Bishop, Kale

Nays: None

Motion Passed

Water Superintendent Report: Brandon Patterson shared with the board projects that are being worked on including the lagoon cleaning, center tower repairs, plant clarifier repairs, clear well cleaning and pump repairs. Continuing on, Mr. Patterson spoke of the office being closed to the public and the process of allowing staff to continue to help customers with payments and turn on/off situations was being handled. Mr. Patterson completed his report by requesting the board’s guidance on how to handle accounts in an unpaid status during the COVID-19 pandemic and his request to discontinue entering customer’s homes until further notice for staff safety.

Chairman Kale presented the consent agenda. Board member Kimball motioned to approve the consent agenda as presented and Bishop seconded the motion. The consent agenda included the Aging Report reflecting an outstanding balance of \$29,649.86 on all utility services, YTD Budget Report, minutes from the meetings held on March 5, 2020 as well as the following Bills and Claims:

|                             |                     |              |
|-----------------------------|---------------------|--------------|
| AFLAC                       | PAYROLL             | \$282.88     |
| AGSOURCE LABORATORY         | LAB TESTING         | \$93.00      |
| ALLIANT ENERGY              | UTILITY             | \$8,745.24   |
| BADGER METER                | SERVICES            | \$1,500.00   |
| HEATHER BEAR                | DEPOSIT REFUND      | \$150.00     |
| CARD MEMBER SERVICES        | SERVICES            | \$163.58     |
| CASEY’S GENERAL STORES      | FUEL                | \$514.43     |
| CENTERPOINT ENERGY SERVICES | NATURAL GAS         | \$2,016.17   |
| CHEM-SULT                   | CHEMICALS           | \$8,637.05   |
| CITY OF OSCEOLA             | MONTHLY COLLECTIONS | \$161,409.85 |
| CITY OF OSCEOLA - FLEX      | PAYROLL             | \$86.68      |
| CITY OF OSCEOLA – HEALTH    | HEALTH INSURANCE    | \$7,180.45   |
| CLARKE COUNTY SHERIFF       | GARNISHMENT         | \$616.88     |
| CR SERVICES                 | SERVICES            | \$15.99      |

|                             |                  |             |
|-----------------------------|------------------|-------------|
| DES MOINES WATER WORKS      | LAB TESTING      | \$30.00     |
| WANDA DOWELL                | DEPOSIT REFUND   | \$88.32     |
| FRIDAY INSURANCE AGENCY     | INSURANCE        | \$35,507.00 |
| GILBERTS TRUE VALUE HOME    | SERVICES         | \$85.48     |
| GWORKS                      | SERVICES         | \$1,273.37  |
| HACH COMPANY                | LAB TESTING      | \$1,248.71  |
| HAWKINS                     | SERVICES         | \$1,940.00  |
| RILEY HAYES                 | DEPOSIT REFUND   | \$77.99     |
| HDR ENGINEERING, INC.       | SERVICES         | \$1,050.00  |
| FRED HEMBRY                 | REFUND           | \$40.59     |
| IA DEPT OF HUMAN SERVICES   | PAYROLL          | \$1,010.44  |
| IDEAL READY MIX CO          | SERVICES         | \$978.00    |
| INTERNAL REVENUE SERVICES   | PAYROLL TAXES    | \$6,472.55  |
| INTERSTATE POWER SYSTEMS    | SERVICES         | \$1,778.01  |
| IOWA DEPT OF REVENUE        | STATE TAXES      | \$1,356.00  |
| IOWA DEPT OF REV – SALES    | WET TAX          | \$4,690.00  |
| IPERS                       | PAYROLL          | \$5,016.44  |
| JETCO, INC.                 | PLANT REPAIRS    | \$1,072.95  |
| JEREMY & DARCY JOHNSON      | DEPOSIT REFUND   | \$150.00    |
| KENNETH KYTLE               | DEPOSIT REFUND   | \$150.00    |
| MICHAEL MACIAS              | DEPOSIT REFUND   | \$150.00    |
| MET LIFE                    | DENTAL INSURANCE | \$310.01    |
| METERING & TECHNOLOGY SOLUT | SERVICES         | \$19,199.88 |
| MIDWEST OFFICE TECHNOLOGY   | SERVICES         | \$43.40     |
| MUNICIPAL SUPPLY INC.       | SERVICES         | \$207.20    |
| MUTUAL OF OMAHA             | LIFE INSURANCE   | \$58.91     |
| OSCEOLA FARM & HOME         | SUPPLIES         | \$98.29     |
| OSCEOLA WATER WORKS         | APPLY DEPOSITS   | \$500.69    |
| SIERRA PENICK               | DEPOSIT REFUND   | \$5.04      |
| ASBIEL PEREZ                | DEPOSIT REFUND   | \$190.59    |
| BELINDA REED                | DEPOSIT REFUND   | \$17.39     |
| REYNOLDSON & VANWERDEN LLP  | LEGAL SERVICES   | \$50.00     |
| MICHAEL CERVANTES RIVERA    | DEPOSIT REFUND   | \$150.00    |
| CHASEN SELSOR               | DEPOSIT REFUND   | \$150.00    |
| GUNNER SERGEANT-ELBEN       | DEPOSIT REFUND   | \$150.00    |
| SHAZAM                      | MONTHLY FEE      | \$25.00     |
| SOLUTIONS                   | SERVICES         | \$120.00    |
| SPOKE COMMUNICATIONS, LLC   | SERVICES         | \$50.00     |
| KASSIDY SPURGIN             | DEPOSIT REFUND   | \$150.00    |
| STATE HYGENIC LABORATORY    | LAB TESTING      | \$166.00    |
| U.S. CELLULAR               | COMMUNICATION    | \$215.97    |
| U.S. POST OFFICE            | POSTAGE          | \$1,679.47  |
| US STANDARD PRODUCTS        | SERVICES         | \$422.81    |
| ISMAEL WHITTAKER            | DEPOSIT REFUND   | \$60.57     |
| WILD BLUE                   | COMMUNICATION    | \$175.00    |
| WINDSTREAM                  | COMMUNICATION    | \$71.59     |

TOTAL ACCOUNTS PAYABLE: \$279,530.46

TOTAL PAYROLL CHECKS: \$19,111.26

TOTAL PAID \$298,641.72

Ayes: Kimball, Binning, O’Hair, Bishop, Kale

Nays: None

Motion Passed

Utility Office Manager Carrie Benda reported on the office closure and how staff is working on projects. Mrs. Benda completed the report by giving an update on the State Income Offset program and collection efforts.

Board member Kimball followed up on a previous discussion regarding the online payment site and gave his appreciation to staff for their efforts. Board member Kale wished to thank SIRWA for the use of the telephone meeting site.

There being no further business to discuss, board member Kimball motioned and Binning seconded adjournment at 6:16 p.m.

Ayes: Kimball, Binning, O’Hair, Bishop, Kale

Nays: None

Motion Passed



Alisha Kale, Chairman

Attest:



Carrie Benda, Utility Office Manager

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Approved by the Water Board of Trustees on May 7, 2020.