

OSCEOLA WATER BOARD
August 13, 2020

The Osceola Water Board met for the rescheduled meeting on Thursday, August 13, 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, Mark Binning, James Kimball and Sara O'Hair. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda and others not signed in.

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

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

Nays: None

Motion Passed

No one was present on the call to discuss items not on the agenda.

Water Superintendent Brandon Patterson opened the discussion regarding revising rule #25, letter E Service Line Requirements of the Osceola Water Works Rules and Regulations by stating that we need to add verbiage to the rule. Mr. Patterson continued by stating that by adding this verbiage, the Water Works will be able to follow through with taking care of issues in emergency situations to prevent service interruption and damages property owner or tenant notification cannot be made. After discussion, board member Binning motioned to approve the added verbiage to Osceola Water Works Rules and Regulations, Rule #25, Letter E, Service Line Requirements to protect the Water Works and customers served and Bishop seconded the motion.

Roll call of the vote was:

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

Nays: None

Motion Passed

Resolution 2020-12

Water Superintendent Brandon Patterson opened the discussion regarding revising rule #13, sewer deduct/water only meters of the Osceola Water Works Rules and Regulations by stating that the City of Osceola had recently made revisions to Section 99.07 of the Code of Ordinances pertaining to metered water which does not enter the sewer system. Mr. Patterson continued by stating that his recommendation is to mirror the changes adopted by the City. Mr. Patterson presented his recommended changes which would require the homeowner be responsible for future meter replacement, the requirement of a plumbing permit to be obtained before the sale of a meter and that all installations be subject to inspections. After discussion, board member Binning motioned to approve the changes to rule #13, sewer deduct/water only meters section of the Osceola Water Works Rules and Regulations as presented and Bishop seconded the motion.

Roll call of the vote was:

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

Nays: None

Motion Passed

Resolution 2020-13

Utility Office Manager Carrie Benda opened the discussion regarding a penalty waiver request for 213 E. Webster St. by stating communication was received from the homeowner requesting a credit be issued to him. Mrs. Benda presented the board with information regarding payment history, the board's policy and suggested that the board follow their policy and issue the one-time waiver of the penalty. Mrs. Benda completed her discussion by stating that the customer had signed up for automatic withdrawal so this would not be an issue going forward. After

discussion, board member Bishop motioned to approve the one-time penalty waiver of \$8.17 for the address of 213 E. Webster St. and Binning seconded the motion.

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

Nays: None

Motion Passed

Water Superintendent Report: Brandon Patterson shared with the board projects that are in the process including center tower repairs, main break repairs and plant maintenance. Mr. Patterson continued his report by discussing the difficulties of water treatment due to algae issues. Mr. Patterson completed his report by discussing the upcoming employee evaluations, and intended policy’s to update.

Water Superintendent Brandon Patterson opened the discussion regarding staffing needs for Osceola Water Works by stating that he would like to push this to the September board meeting so that he could meet with the board chair to go through staffing and operation needs. Mr. Patterson presented a flow chart of the current employees and vacancy positions within Osceola Water Works. Mr. Patterson requested authorization to move forward with filling one vacancy and move forward with the publication process. Board member Kimball recommended filling two positions. After discussion, board member Kimball motioned to approve the authorization for staff to start the process of filling one position and Bishop seconded the motion.

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

Nays: None

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding employee compensation for FY 2020-2021. Mr. Patterson stated that evaluations have not yet been completed due to other items coming up. Mr. Patterson asked for feedback on how to move forward. After discussion, board member Bishop motioned to direct staff to complete the job evaluations and any increases as calculated per scale set will be retroactive to July 2020 and O’Hair seconded the motion.

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

Nays: None

Motion Passed

Chairman Kale presented the consent agenda. Board member Bishop 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 \$26,696.35 on all utility services, YTD Budget Report, minutes from the meetings held on July 2, 2020 as well as the following Bills and Claims:

I DAY CDL	TRAINING	\$400.00
AFLAC	PAYROLL	\$428.80
AGSOURCE LABORATORY	LAB TESTING	\$147.00
AIRGAS	SERVICES	\$3,338.65
ALEWELT PROPERTIES	DEPOSIT REFUND	\$150.00
ALLIANT ENERGY	UTILITY	\$13,415.02
ALLIED SYSTEMS, INC.	SERVICES	\$12,586.17
BADGER METER	SERVICES	\$272.52
LACEY BELL	DEPOSIT REFUND	\$190.59
RUSSELL BLOHM	DEPOSIT REFUND	\$100.41
BOBS AUTO SUPPLY	SERVICES	\$8.52
ASHLEY LYNN BROWN	DEPOSIT REFUND	\$150.00
BUD JONES CONSTRUCTION	SERVICES	\$12,021.09
KERRI BUDDENHAGEN	DEPOSIT REFUND	\$150.21
LORI BUTTZ	DEPOSIT REFUND	\$190.59
CARD MEMBER SERVICE	SERVICES	\$69.40
CASEY’S GENERAL STORES	FUEL	\$597.83
CENTERPOINT ENERGY	NATURAL GAS	\$261.18
CHEM-SULT INC.	CHEMICALS	\$59,228.03
CHESNUT LAWN & LANDSCAPE	SERVICES	\$448.00
CINTAS FIRST AID & SAFETY	SERVICES	\$113.94
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$172,023.19
CITY OF OSCEOLA – FLEX	PAYROLL	\$86.68

CITY OF OSCEOLA – HEALTH	HEALTH INSURANCE	\$9,336.19
CONTRACTOR SOLUTIONS	SERVICES	\$716.00
COUNTRY CONCRETE	SERVICES	\$572.00
CR SERVICES	SERVICES	\$390.20
CRESTON PUBLISHING COMP	PUBLICATION	\$394.12
D & D PEST CONTROL	SERVICES	\$90.00
D & R FEED, INC.	SERVICES	\$39.20
RUVIM DANILYUK	DEPOSIT REFUND	\$35.77
TOM & CAROLYN DWIGHT	DEPOSTI REFUND	\$150.00
FAREWAY STORES	SERVICES	\$18.23
FP MAILING SOLUTIONS	SERVICES	\$110.85
BRYAN & SAMANTHA GATZKE	DEPOSIT REFUND	\$150.00
GILBERTS TRUE VALUE HOME	SERVICES	\$179.11
CHELSEY GREEN	DEPOSIT REFUND	\$150.00
HACH COMPANY	LAB TESTING	\$823.18
HAWKINS	CHEMICALS	\$1,371.80
HDR ENGINEERING, INC.	SERVICES	\$1,575.00
REBECCA HILDRETH	DEPOSIT REFUND	\$100.00
GABRIELLE HITT	DEPOSIT REFUND	\$150.00
HOTSY CLEANING SYSTEMS	SERVICES	\$120.00
IA DEPT OF HUMAN SERVICES	PAYROLL	\$1,515.66
IA DEPT OF NATURAL RESOURCES	PERMIT FEE	\$562.91
IDEAL READY MIX CO	CONCRETE	\$4,368.00
IMWCA	WORKMANS COMP	\$657.00
INTERNAL REVENUE SERVICE	PAYROLL	\$10,699.46
IA DEPT OF REVENUE	PAYROLL	\$1,641.00
IOWA DEPT OF REVENUE	WET TAX	\$9,665.00
IOWA ONE CALL	SERVICES	\$104.60
IPERS	PAYROLL	\$6,245.43
ILLUSION ISRAEL	DEPOSIT REFUND	\$150.00
MARIEL JONES	DEPOSIT REFUND	\$132.20
KD TIRES	SERVICES	\$18.00
ALLISON KENDALL	DEPOSIT REFUND	\$100.00
EMILY KITNER	DEPOSIT REFUND	\$100.00
MARINA LANDEROS	DEPOSIT REFUND	\$150.00
JEREMY LEAL	DEPOSIT REFUND	\$41.05
M & N COMPANIES, LLC	DEPOSIT REFUND	\$100.00
MATT PARROTT	SERVICES	\$2,705.40
DUANE & SARA MATTHESS	DEPOSIT REFUND	\$38.26
ELIZABETH MCKINNEY	DEPOSIT REFUND	\$150.00
MET LIFE	DENTAL INSURANCE	\$392.72
METERING & TECHNOLOGY SOLU	SERVICES	\$6,048.42
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$47.25
JESSE MORGAN	DEPOSIT REFUND	\$99.49
MUNICIPAL SUPPLY INC.	SERVICES	\$8,345.50
MUTUAL OF OMAHA	LIFE INSURANCE	\$50.91
SARA O'HAIR	PAYROLL	\$21.52
OSCEOLA FARM & HOME	SUPPLIES	\$637.49
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$995.93
DEBORAH POLAND	DEPOSIT REFUND	\$50.00
BOB PORTER	SERVICE REIMBURSEMENT	\$1,682.00
ADAM ROAN	DEPOSIT REFUND	\$57.53
LUIZA SAAVEDRA	DEPOSIT REFUND	\$89.07
SCHILDBERG CONSTRUCTION CO	SERVICES	\$3,268.10
SHAZAM	MONTHLY FEE	\$25.00
ANDY SMITH	REIMBURSEMENT	\$10.00
SOLUTIONS	SERVICES	\$68.91
OZETTE SPENCER	DEPOSIT REFUND	\$66.65
SPOKE COMMUNICATIONS	SERVICES	\$50.00
STATE HYGENIC LABORATORY	LAB TESTING	\$98.50
BRIAN SHORT/ SUPERIOR CONST	SERVICES	\$208.07
TELSPAN	SERVICES	\$14.26
TELUM	SERVICES	\$67,924.93
TOM & JOHN'S AUTO SERVICE	SERVICES	\$474.27
PATRICIA TURNER	DEPOSIT REFUND	\$144.05
U.S. CELLULAR	COMMUNICATION	\$282.68
U.S. POST OFFICE	POSTAGE	\$466.26
JESUS ULLO	DEPOSIT REFUND	\$150.00
DEANNE WEST	DEPOSIT REFUND	\$150.00
WESTECH ENGINEERING, INC.	PLANT REPAIRS	\$2,078.86
WILD BLUE	SERVICES	\$350.00
WINDSTREAM	COMMUNICATION	\$685.08
ZIEGLER INC.	SERVICES	\$117.23

TOTAL ACCOUNTS PAYABLE: \$427,144.12

TOTAL PAYROLL CHECKS: \$32,577.79

TOTAL PAID \$459,721.91

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

Utility Office Manager Carrie Benda reported to the board the upcoming financial audit and rate study.

Board member Kimball expressed his expectation that the Water Works have adequate staffing to run operations if managers are not present.

Board member Bishop reported the need for better locating methods of all utilities and recommended the need of each utility knowing where their infrastructure is located to alleviate issues that could result in a tragic accident.

There being no further business to discuss, board member Bishop motioned and Binning seconded adjournment at 7:06 p.m.

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


Alisha Kale, Chairman

Attest:


Carrie Benda, Utility Office Manager

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Approved by the Osceola Water Board of Trustees on September 3, 2020.