

OSCEOLA WATER BOARD

June 4, 2015

The Osceola Water Board met for the scheduled meeting on Thursday, June 4, 2015 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Chairman Dave Neas with the following Board Members present: MacKenzie O'Hair, Alisha Kale and Laura Castro. Board member Ryan Rychnovsky was absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda and others not signed in.

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

Ayes: O'Hair, Kale, Castro, Neas

Nays: None

Absent: Rychnovsky

Motion Passed

No one in attendance wished to speak to the board about items not on the agenda.

Utility Office Manager Carrie Benda opened the discussion regarding amending resolution 2013-03 insufficient funds policy, section 2 by requesting the approval to change the wording from 'may' to 'shall' to allow for services to be disconnected when needed. After discussion was held, board member O'Hair motioned to approve amending resolution 2013-03 section 2 of the insufficient funds policy and Kale seconded the motion. Roll call of the vote was:

Ayes: O'Hair, Kale, Castro, Neas

Nays: None

Absent: Rychnovsky

Motion Passed

Amended Resolution 2013-03

Utility Office Manager Carrie Benda opened the discussion regarding the write-off of utility account bad debt by presenting the listing of uncollectable accounts from January 1, 2015 thru May 31, 2015. Mrs. Benda requested the approval to move the water portion from active to bad debt for collection purposes. After discussion, board member Kale motioned to approve the write-off of the water portion of the active utility account debt to bad debt and Castro seconded the motion.

Ayes: O'Hair, Kale, Castro, Neas

Nays: None

Absent: Rychnovsky

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding setting the July 4th holiday by presenting the wording in the employee manual stating that the holiday would be observed on the proceeding Friday or following Monday. Board member Kale motioned to approve Friday, July 3, 2015 as the July 4th holiday and Castro seconded the motion.

Ayes: O'Hair, Kale, Castro, Neas

Nays: None

Absent: Rychnovsky

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the water service line located at 114 ½ South Fillmore Street by making the board aware that the building is for sale and it is currently on a shared water service line. Mr. Patterson presented an aerial photo of the area and a current map of the water lines located in the area. Discussion was held regarding possible solutions for water service when the property is sold. No action was taken on the agenda item.

Water Superintendent Brandon Patterson opened the discussion regarding banking account services by presenting the request from Clarke County State Bank to rebid the banking services. Also presented were the local bank bids received from Great Western Bank, Clarke County State Bank and American State Bank. Discussion was held regarding the fees, interest rates and other banking services that could be selected. Board member Kale motioned for Osceola Water Works banking services to remain with American State Bank and Castro seconded the motion.

Ayes: O'Hair, Kale, Castro, Neas

Nays: None

Absent: Rychnovsky

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the façade project for 208 West Jefferson Street by presenting to the board a drawing of a future façade for the building. The board approved the façade design as presented and authorized staff to move forward with getting cost estimates for the project.

Water Superintendent Brandon Patterson opened the discussion regarding employee job descriptions and FY 2016 employee wages by presenting the board with job descriptions for each employee. Mr. Patterson stated that the Water Works currently has one job description and he feels that there should be changes made to make the job descriptions meet the Water Works requirements and employee positions. Mr. Patterson presented new job descriptions for; Water Plant Operator, Water Maintenance Operator I, Water Maintenance Operator II and Water Distribution Technician and discussed the criteria of each. Mr. Patterson explained that the current staff would be placed into each new position. After discussion, board member Kale motioned to approve the four new job descriptions of; Water Plant Operator, Water Maintenance I, Water Maintenance Operator II and Water Distribution Technician and O'Hair seconded the motion.

Ayes: O'Hair, Kale, Castro, Neas

Nays: None

Absent: Rychnovsky

Motion Passed

Mr. Patterson continued by presenting information from the strategic planning session held earlier in the year where the board wanted to work towards an acceptable base pay to get qualified applicants when new employees were needed. Mr. Patterson stated that each employee went through an annual evaluation and goals are set for the upcoming year. Each employee will be evaluated annually and any pay recommendations going forward will be based on the annual performance evaluation. Mr. Patterson continued by presenting pay recommendations for each position. After discussion, board member Kale motioned to approve the FY 2016 employee wages as presented by Superintendent Patterson and O'Hair seconded the motion.

Ayes: O'Hair, Kale, Castro, Neas

Nays: None

Absent: Rychnovsky

Motion Passed

Water Superintendent Report: Brandon Patterson reported to the board a lead service line at 222 S. Fillmore Street had been replaced, the water tower completion on Jeffrey's Drive, a DNR inspection that was conducted and an update regarding water loss and revenues from year to year. Concluding the report, Mr. Patterson gave an update on the water main installation project that will be starting on South Ridge Road and The Safe Route To School program including the hydrants & shutoffs that are in the way of the project.

Chairman Neas presented the consent agenda. Board member Kale 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 May 7, 2015 & May 14, 2015 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$210.76
AGSOURCE LABORATORIES	LAB TESTING	\$195.50
AIR SOLUTIONS	REPAIRS	\$400.00
ALLIANT ENERGY	UTILITIES	\$5,215.65
AM/PM PLUMBING	SERVICES	\$72.45
BOBS AUTO SUPPLY	SERVICES	\$12.14
CARD MEMBER SERVICE	SERVICES	\$429.67
CARD SERVICE CENTER	SERVICES	\$186.75
MARTHA CASANOVA	REFUND	\$.13
CASEYS GENERAL STORES	FUEL	\$884.00
CHEM-SULT	CHEMICALS	\$29,610.03
CHESNUT LAWN & LANDSCAPE	SERVICES	\$1,226.00
CHUN & SOOK CHOI	DEPOSIT REFUND	\$100.00
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$140,021.35
CR SERVICES	SUPPLIES	\$4.47
CRESTON PUBLISHING	PUBLICATION	\$879.46
D & D PEST CONTROL	SERVICES	\$45.00
DES MOINES WATER WORKS	SERVICES	\$64.00
LEVI DUNBAR	REIMBURSEMENT	\$13.50
FAREWAY STORES	LAB TESTING	\$20.77
FRIDAY INSURANCE AGENCY	COLLATERAL INSURANCE	\$272.00
CLAUDIA GARCIA	REFUND	\$.27
HACH COMPANY	LAB TESTING	\$1,041.67
ASHLEY HARPER	REFUND	\$57.00
HIGHWAY LUMBER	SUPPLIES	\$279.96
HYDRITE CHEMICAL CO.	CHEMICLAS	\$1,919.60
IA DEPT OF HUMAN SERVICES	PAYROLL	\$322.76
IA DEPT OF NATURAL RESOURCES	PERMITS	\$480.00
INTERNAL REVENUE SERVICE	PAYROLL	\$7,631.40
INTERESTATE POWER SYSTEMS	MAINTENANCE	\$1,133.34
IOWA DEPT OF REVENUE	PAYROLL	\$1,527.00
IOWA ONE CALL	SERVICES	\$124.80
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT	\$2,938.31
IPERS	PAYROLL	\$5,187.38
J P AUTO	SERVICES	\$67.76
KD TIRES, LLC	REPAIR	\$15.00
MARY ELLEN KIMBALL	REFUND	\$1,136.29
M & M AG	SERVICES	\$41.76
MET LIFE	DENTAL INSURANCE	\$310.99
METERING & TECHNOLOGY SOL	WATER METERS	\$2,961.60
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$53.90
MUNICIPAL SUPPLY INC	SERVICES	\$1,663.45
MUTUAL OF OMAH	LIFE INSURANCE	\$62.17
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$1,260.38
PENICK ELECTRIC	SUPPLIES	\$27.98
REYNOLDSON & VANWERDEN LLP	LEGAL SERVICES	\$31.95
SEMINOLE ENERGY SERVICES	NATURAL GAS	\$745.67
SHAZAM	SERVICES	\$20.00
STATE HYGENIC LABORATORY	LAB TESTING	\$501.50
TOM & JOHN'S AUTO SERVICE	SERVICES	\$512.92
U.S. CELLULAR	COMMUNICATION	\$278.92
U.S. POST OFFICE	POSTAGE	\$420.17
UNITED HEALTH CARE	HEALTH INSURANCE	\$6,581.31
WILD BLUE	COMMUNICATION	\$86.32
DANIEL WILLIS	DEPOSIT REFUND	\$28.50
WINDSTREAM	COMMUNICATION	\$277.25
TIMOTHY WINFREY	DEPOSIT REFUND	\$20.37
CHANTEL WYSOCKI	REFUND	\$7.87
ZEE MEDICAL INC	SERVICES	\$50.25
	TOTAL	\$241,770.42

Ayes: O'Hair, Kale, Castro, Neas

Nays: None

Absent: Rychnovsky

Motion Passed

Utility Office Manager Carrie Benda requested the board's input regarding a request from Home Pages regarding placing an add for Osceola Water Works.

Board Member Reports: Dave Neas reported on posts to The Osceola Scoop on Face Book. Alisha Kale reported that she had been contacted regarding the Water Board draining the dam for repairs. Mrs. Kale reported that there was confusion regarding Arbor Valley Lake versus West Lake.

There being no further business to discuss, board member Kale motioned and O'Hair seconded adjournment at 7:11 p.m.

Ayes: O'Hair, Kale, Castro, Neas

Nays: None

Absent: Rychnovsky

Motion Passed

Dave Neas, Chairman

Attest:

Carrie Benda, Utility Office Manager

Approved by the Osceola Water Board of Trustees on Thursday, July 2, 2015.

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