

OSCEOLA WATER BOARD  
December 3, 2015  
(UNOFFICIAL – NOT BOARD APPROVED)

The Osceola Water Board met for the regularly scheduled meeting on Thursday, December 3, 2015 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Vice Chair Laura Castro with the following Board Members present: Alisha Kale, MacKenzie O’Hair and Larry Bishop. Board member Mark Binning was absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Mark Duben and others not signed in.

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

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

Water Superintendent Brandon Patterson opened the discussion regarding the public hearing regarding a proposed water rate increase for 2016 by stating we are not able to hold the public hearing due to publication issues. No action was taken.

Board Member O’Hair arrived at 5:34 p.m.

Water Superintendent Brandon Patterson opened the discussion regarding raw water quality change by stating that at the last meeting there was discussion regarding a water rate increase, chemical usage and treatment processes. Mr. Patterson stated that Osceola Water Works has been experiencing taste and odor issues and has been making changes to offset this issue. Mr. Patterson introduced Mark Duben to the board. Mr. Duben gave a history and explanation of the plant process. Mr. Duben spoke to the board to help them understand the quality of our raw surface water source, West Lake. Mr. Patterson presented information regarding chemical price increases and plant water pumpage amounts and options were discussed with the board about future improvements and changes that could be made.

Water Superintendent Brandon Patterson opened the discussion regarding FY 2016-2017 Water Works budget by presenting a rough draft and options for how to proceed. The board members decided to take the budget with them for review and would go through it at the next regularly scheduled meeting on January 7, 2016.

No action was taken to set a special meeting date to hold a budget work session.

Water Superintendent Brandon Patterson opened the discussion regarding setting a public hearing date for a proposed water rate increase for 2016 by reflecting on the discussion with Mark Duben. After discussion, board member Kale motioned to set a public hearing at the January 7, 2016 regularly scheduled board meeting and Bishop seconded the motion. Roll call of the vote was:

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

***Resolution 2015-25***

Water Superintendent Brandon Patterson opened the discussion regarding utility deposit amounts by presenting the aging report and how the board can handle outstanding debt when a customer terminates services and research of surrounding communities deposit amounts. After discussion,

the board felt it is time to increase the customer deposit amount for anyone who rents or purchases on contract.

Utility Office Manager Carrie Benda opened the discussion regarding setting a public hearing date regarding penalty amount on unpaid balances by stating that at the end of the day on the 15<sup>th</sup>, Osceola Water Works charges a penalty amount of 5% on all unpaid balances and then prints and mails the reminder/disconnect notices. Mrs. Benda reported to the board that on an average, 350 accounts per month receive the penalty amount and approximately 300 reminder/disconnect notices are mailed out. Research of what surrounding communities charge on unpaid balances reflected 10%. After discussion, board member Bishop motioned to set a public hearing at the January 7, 2016 regularly scheduled meeting and O’Hair seconded the motion. Roll call of the vote was:

Ayes: Kale, Bishop, Castro, O’Hair

Nays: None

Absent: Binning

Motion Passed

**Resolution 2015-26**

Water Superintendent Brandon Patterson opened the discussion regarding an invoice received for work on East Washington Street by stating that the board made a decision at the special meeting held on November 17, 2015. Mr. Patterson stated that the board agreed to pay the inside portion of the invoice totaling \$181.72. There was concern regarding if Osceola Water Works would be liable for any part of the bill. This liability was reviewed by legal counsel and Mr. Patterson presented to the board legal counsel’s report. After discussion, the board took no additional action and stated to proceed as approved at the November 17, 2015 meeting.

Water Superintendent Report: Brandon Patterson reported to the board that a water valve has been repaired by Osceola Water Works staff at the intersection of Delaware and Clay Street, on-going plant maintenance, water meter inventory and an update of the Clarke County Reservoir and SIRWA meetings. Mr. Patterson continued by updating the board on a new member and employee, Levi Dunbar who had completed his twelve month probationary period. Mr. Patterson concluded his report by reporting on the communication project with Spoke Communications.

Vice Chair Castro presented the consent agenda. Board member Kale motioned to approve the consent agenda as presented and Bishop seconded the motion. The consent agenda included the Aging Report, YTD Budget Report, minutes from the meeting held on November 12, 2015 as well as the following Bills and Claims:

|                              |                     |              |
|------------------------------|---------------------|--------------|
| AFLAC                        | PAYROLL             | \$596.48     |
| AGSOURCE LABORATORIES        | LAB TESTING         | \$86.00      |
| ALLIANT ENERGY               | UTILITIES           | \$5,552.40   |
| CARD MEMBER SERVICE          | SERVICES            | \$2,114.20   |
| CHEM-SULT INC                | CHEMICALS           | \$6,698.68   |
| CITY OF OSCEOLA              | MONTHLY COLLECTIONS | \$140,484.06 |
| COUNTRY CONCRETE             | SERVICES            | \$272.00     |
| CRESTON PUBLISHING COMP      | PUBLICATIONS        | \$166.98     |
| NICK DARR                    | DEPOSIT REFUND      | \$100.00     |
| DATA TECHNOLOGIES, INC.      | SERVICES            | \$2,933.88   |
| MARIANNE ELEFSON             | DEPOSIT REFUND      | \$100.00     |
| GREEN TECH OF IOWA           | DEPOSIT REFUND      | \$1,300.00   |
| OSCAR GUTIERREZ              | DEPOSIT REFUND      | \$100.00     |
| HACH COMPANY                 | LAB TESTING         | \$559.36     |
| JESSICA HENDRICKSON          | REFUND              | \$7.04       |
| HIGHWAY LUMBER               | SERVICES            | \$40.84      |
| HYDRITE CHECMIAL CO.         | CHEMICALS           | \$2,864.40   |
| IA DEPT OF HUMAN SERVICES    | PAYROLL             | \$394.35     |
| IDEAL READY MIX CO           | CONCRETE            | \$353.00     |
| INTERNAL REVENUE SERVICES    | PAYROLL             | \$6,776.73   |
| IOWA DEPT OF REVENUE         | PAYROLL             | \$1,498.00   |
| IOWA RURAL WATER ASSOCIATION | SERVICES            | \$325.00     |
| IPERS                        | PAYROLL             | \$5,045.68   |
| J P AUTO                     | SUPPLIES            | \$85.28      |
| MET LIFE                     | DENTAL INSURANCE    | \$432.90     |
| METERING & TECHNOLOGY SOLUT  | WATER METER         | \$657.97     |

|                              |                  |              |
|------------------------------|------------------|--------------|
| MIDWEST OFFICE TECHNOLOGY    | SERVICES         | \$71.75      |
| MUNICIPAL SUPPLY INC         | SERVICES         | \$3,852.40   |
| MUTUAL OF OMAH               | LIFE INSURANCE   | \$72.20      |
| OSCEOLA WATER WORKS          | CONTRIBUTION     | \$90.31      |
| PENICK ELECTRIC              | SERVICES         | \$13.99      |
| REYNOLDSON & VANWERDEN LLP   | LEGAL SERVICES   | \$102.24     |
| ROBINSONS CO.                | SERVICES         | \$253.18     |
| SCHILDBERG CONSTRUCTION CO   | ROCK             | \$634.65     |
| SHAZAM                       | MONTHLY FEE      | \$10.00      |
| SPOKE COMMUNICATIONS, LLC    | SERVICES         | \$1,500.00   |
| SHANE STEPHENS               | DEPOSIT REFUND   | \$100.00     |
| STRANGE ELECTRIC & PERFORMAN | SERVICES         | \$1,365.38   |
| TOP NOTCH                    | SERVICES         | \$35.00      |
| U.S. CELLULAR                | COMMUNICATION    | \$278.65     |
| U.S. POST OFFICE             | POSTAGE          | \$544.90     |
| UNITED HEALTH CARE           | HEALTH INSURANCE | \$8,704.80   |
| WINDSTREAM                   | COMMUNICATION    | \$282.05     |
|                              | TOTAL            | \$319,258.56 |

Ayes: Kale, Bishop, Castro, O’Hair

Nays: None

Absent: Binning

Motion Passed

Utility Office Manager Carrie Benda reported to the board a concern regarding the current NSF policy, audit of garbage and sewer revenue & expenditures and audit responses.

There were no board member reports.

There being no further business to discuss, board member Kale motioned and O’Hair seconded adjournment at 7:28 p.m.

Ayes: Kale, Bishop, Castro, O’Hair

Nays: None

Absent: Binning

Motion Passed

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Laura Castro, Vice Chair

Attest:

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Carrie Benda, Utility Office Manager