

OSCEOLA WATER BOARD
FEBRUARY 5, 2015

The Osceola Water Board met for the regularly scheduled meeting on Thursday, February 5, 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: Ryan Rychnovsky, MacKenzie O'Hair and Laura Castro. Alisha Kale arrived at 5:35 p.m. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Administrative Assistant/GIS Specialist Kim Allard, Bob Johnson and others not signed in.

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

Ayes: Rychnovsky, O'Hair, Castro, Neas
Nays: None
Absent: Kale
Motion Passed

No one was present to speak to the board about items not on the agenda.

Bob Johnson with Osceola Senior Center appeared before the board to request the board's assistance with waiving the water portion of the utility bill for another year. Mr. Johnson presented that the water donations received by the Water Board had helped with the finances and have allowed for the senior center to remain open. Mr. Johnson presented the board copies of the yearly financials for review. After discussion was held, board member Rychnovsky motioned to approve the waiver of the 'water' portion of the utility bill for an additional year and Castro seconded the motion.

Ayes: Rychnovsky, O'Hair, Kale, Castro, Neas
Nays: None
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the utility account for 120 North Osceola Street by stating the customer had requested the fire credit of \$25 be re-established for the account as the payment was processed by Osceola Water Works online payment processing on the 15th of the month. After discussion, board member Kale motioned to approve reissuing the credit of \$25 to the utility account of 120 North Osceola Street and Rychnovsky seconded the motion.

Ayes: Rychnovsky, O'Hair, Kale, Castro, Neas
Nays: None
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the Fire Fighter Utility Credit of \$25 policy and procedure by presenting an updated policy. After discussion, board member Kale motioned to approve resolution 2015-06 to amend the Fire Fighter Utility Credit of \$25 policy and procedure and O'Hair seconded the motion. Roll call of the vote was;

Ayes: Rychnovsky, O'Hair, Kale, Castro, Neas
Nays: None
Motion Passed

Resolution 2015-06

Water Superintendent Brandon Patterson opened the discussion regarding the online payment policy. Discussion was held regarding wording for the online website and resolution. After discussion, board member Kale motioned to approve resolution 2015-07 amending rule 4, billing and penalties of the Osceola Water Works Rules and Regulations to add wording of; if a payment is made by our online website, it must be made by the 14th of the month for the payment to be

considered on-time and not receive the late penalty and Castro seconded the motion. Roll call of the vote was;

Ayes: Rychnovsky, O'Hair, Kale, Castro, Neas

Nays: None

Motion Passed

Resolution 2015-07

Utility Office Manager Carrie Benda opened the discussion regarding approving signatories for Osceola Water Works with American State Bank by presenting a resolution which will add Dave Neas to the signature card and remove MacKenzie O'Hair from the account to match the new chair and vice chair position for 2015. After discussion, board member Kale motioned to approve resolution 2015-08 approving check signatories for Osceola Water Works with American State Bank and Castro seconded the motion. Roll call of the vote was;

Ayes: Rychnovsky, O'Hair, Kale, Castro, Neas

Nays: None

Motion Passed

Resolution 2015-08

Utility Office Manager Carrie Benda opened the discussion regarding adopting a record retention and destruction schedule manual by stating that it was brought to our attention that we were still operating under the resolution adopted by the City of Osceola regarding a record retention manual and that we should have our own for documentation purposes. Mrs. Benda presented a resolution to formally adopt the Iowa League of Cities record retention manual for Iowa cities for adoption. After discussion was held, board member Kale motioned to approve resolution 2015-09 to adopt a records retention and destruction schedule manual and Rychnovsky seconded the motion. Roll call of the vote was;

Ayes: Rychnovsky, O'Hair, Kale, Castro, Neas

Nays: None

Motion Passed

Resolution 2015-09

Water Superintendent Brandon Patterson opened the discussion regarding setting a policy for locating private water lines by touching on past discussions regarding the policy request. Mr. Patterson stated that at the last meeting, the board reviewed wording provided to us by legal counsel and noted additional sections that would be beneficial. Osceola Water Works will provide assistance to locate a private water service line, valve or fixture for the customer, but shall not be liable for any loss, damage or injury to person(s) or property arising from said service. After discussion, board member Kale motioned to approve resolution 2015-10 setting a policy for locating customer private water lines by Osceola Water Works to be added to Osceola Water Works Rules and Regulations and O'Hair seconded the motion. Roll call of the vote was;

Ayes: Rychnovsky, O'Hair, Kale, Castro, Neas

Nays: None

Motion Passed

Resolution 2015-10

Water Superintendent Brandon Patterson opened discussion regarding labor and equipment rates. Mr. Patterson continued by presenting a draft of employee and equipment rates. After discussion, the board requested changes to be made and requested the item be brought back at the March 2015 meeting.

Water Superintendent Brandon Patterson opened the discussion regarding repairs to the west water tower by presenting the budget amount plus additional repair requests. After discussion was held, board member Kale motioned to proceed with getting the needed repairs scheduled to include the maintenance and additional repairs as recommended by the IDNR and hold discussion with the city leaders regarding their purchase of the city logo for the west water tower and Castro seconded the motion.

Ayes: Rychnovsky, O’Hair, Kale, Castro, Neas

Nays: None

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the water service lines for 222 and 230 South Fillmore Street by presenting a map of the shared service lines. After discussion, the board authorized staff to work with the customer(s) to require the necessary repairs to be completed.

Water Superintendent Brandon Patterson opened the discussion regarding the water service line for 217 East Washington Street by stating the situation came up when the services needed to be disconnected due to non-payment. Due to the line being shared with the neighboring property the services were not able to be disconnected. After discussion, the board authorized staff to work with the customer(s) to require the necessary repairs to be completed.

Water Superintendent Brandon Patterson reported to the board a customer letter sent out for a broken water line at the property of 222 West McLane Street, a shut-off situation at 317 East Webster Street and future process changes to assist with customer service notifications. Mr. Patterson continued by giving an update on the Reservoir project and updated the board regarding the need to update customer account information for us to be able to obtain customer telephone numbers. Concluding the report, Mr. Patterson spoke of moving forward with creating updated employee evaluations.

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 meeting held on January 8, 2015 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$240.68
AGSOURCE LABORATORIES	LAB TESTING	\$72.00
AIR SOLUTIONS	REPAIRS	\$230.00
ALLIANT ENERGY	UTILITIES	\$6,393.05
AUR HOMES LLC	DEPOSIT REFUND	\$100.00
CARRIE BENDA	REIMBURSEMENT	\$16.18
CARD MEMBER SERVICE	SUPPLIES	\$178.62
CARD SERVICE CENTER	REPAIRS	\$99.33
CASEY’S GENERAL STORES	FUEL	\$531.87
JOSE GOMEZ CERDA	DEPOSIT REFUND	\$.38
CHEM-SULT INC.	CHEMICALS	\$13,376.16
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$133,958.49
CRESTON PUBLISHING COMP	PUBLICATIONS	\$457.14
ALEESHA CUMMINGS	DEPOSIT REFUND	\$2.13
D & D PEST CONTROL	SERVICES	\$45.00
LEVI DUNBAR	REFUND	\$7.59
CHRIS DUNKIN	DEPOSIT REFUND	\$29.88
FELD FIRE	SERVICES	\$420.00
FP MAILING SOLUTIONS	SERVICES	\$180.00
GENE & NELSON’S APPLIANCE	SERVICE	\$30.00
HACH COMPANY	LAB TESTING	\$269.25
KIRA HENDERSON	DEPOSIT REFUND	\$100.00
MARCOS HERNANDEZ	DEPOSIT REFUND	\$75.92
HIGHWAY LUMBER	SERVICES	\$229.03
HOTSY CLEANING SYSTEMS	SERVICES	\$117.00
HYDRITE CHEMICAL CO.	CHEMICALS	\$1,819.60
IA DEPT OF HUMAN SERVICES	PAYROLL	\$525.76
IA DEPT OF NATURAL RESOURCES	SERVICES	\$20.00
INTERNAL REVENUE SERVICE	PAYROLL	\$8,284.57
IOWA DEPT OF REVENUE	STATE TAXES	\$1,236.00
IOWA DEPT OF REVENUE	SALES TAXES	\$4,030.00
IOWA ONE CALL	SERVICES	\$12.10
IOWA PHYS CLINIC MED FND	SERVICES	\$121.00
IOWA RURAL WATER ASSOCIATION	TRAINING	\$130.00
IOWA WORKFORCE DEV	UNEMPLOYMENT	\$2,496.00
IPERS	PAYROLL	\$5,770.75
J P AUTO	SERVICES	\$109.46
JETCO, INC.	REPAIRS	\$1,881.30
KD TIRES, LLC	REPAIRS	\$696.00
MENARDS – CLIVE	SERVICES	\$136.16

MET LIFE	DENTAL INSURANCE	\$385.96
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$51.27
MPI FARMS	DEPOSIT REFUND	\$1,300.00
MUNICIPAL SUPPLY INC.	SUPPLIES	\$8,285.76
MUTUAL OF OMAHA	LIFE INSURANCE	\$80.50
OSCEOLA CHAMBER MAINSTREET	PROFESSIONAL CONTRIBUTION	\$150.00
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$1,071.16
OVERHEAD DOOR CO	SERVICES	\$136.00
EQUEQUIEL PADILLA	DEPOSIT REFUND	\$50.42
REYNOLDSON & VANWERDEN LLP	LEGAL SERVICES	\$287.55
ROBINSONS CO.	SUPPLIES	\$145.42
BRENDA SALL	REFUND	\$65.00
SEMINOLE ENERGY SERVICES	NATURAL GAS	\$1,769.94
SHAZAM	MONTHLY FEES	\$20.00
DONNIE JAMES SIMMERMAN	DEPOSIT REFUND	\$45.11
SOLUTIONS	SERVICES	\$60.95
SPRAYER SPECIALTIES	MAINTENANCE	\$404.89
SUMMIT REALTY	DEPOSIT REFUND	\$100.00
TOM & JOHN'S AUTO SERVICE	REPAIRS	\$157.49
U.S. CELLULAR	COMMUNICATION	\$319.52
U.S. POST OFFICE	POSTAGE	\$632.25
UNITED HEALTH CARE	HEALTH INSURANCE	\$8,254.52
USA BLUEBOOK	PLANT MAINTENANCE	\$1,344.58
WILD BLUE	SERVICES	\$86.32
WILDER'S TRUCK SERVICE	SERVICES	\$600.45
WINDSTREAM	COMMUNICATION	\$270.87
WINGER COMPANIES	PLANT MAINTENANCE	\$3,098.95
TOTAL CLAIMS		\$243,578.01

Ayes: Rychnovsky, O'Hair, Kale, Castro, Neas
Nays: None
Motion Passed

Utility Office Manager Carrie Benda reported on the letter received from HGI Lakeside regarding the requirement on the employment numbers and requested the boards assistance regarding the snowbird status.

Board Member Reports: Dave Neas reported that he attended the council meeting and topics included; joint meeting, audit, deposit amounts and water tower repairs including a cost share with the city regarding the city logo.

There being no further business to discuss, board member O'Hair motioned and Rychnovsky seconded adjournment at 8:04 p.m.

Ayes: Rychnovsky, O'Hair, Kale, Castro, Neas
Nays: None
Motion Passed

Attest:

Dave Neas, Chairman

Carrie Benda, Utility Office Manager

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Approved by the Water Board of Trustees on March 5, 2015.