

OSCEOLA WATER BOARD  
APRIL 3, 2014

The Osceola Water Board met for the regularly scheduled meeting on Thursday, April 3, 2014 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Chairman Ryan Rychnovsky with the following Board Members present: MacKenzie O'Hair and Alisha Crawford. Board Members Susana Contreras and Dave Neas were absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Water Foreman Steve Aldridge, Derek Lumsden and others not signed in.

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

Ayes: Crawford, O'Hair, Rychnovsky  
Nays: None  
Absent: Contreras, Neas  
Motion Passed

Derek Lumsden with Osceola Chamber Mainstreet approached the board to report that the grant request submitted for restoration of the Water Works building was approved to repair the roof. Further information will be coming regarding amount awarded and specific requirements of the grant.

Water Superintendent Brandon Patterson opened the discussion regarding entering into an agreement with Westrum Leak Detection by advising the board that each year the department hires a contractor to survey the distribution system. Mr. Patterson stated that this survey helps the department find leaks that are otherwise unknown of until they become large enough and become problematic. Mr. Patterson recommended entering into an agreement with Westrum Leak Detection for a period of three to five years. After discussion was held regarding the options proposed in the agreement, board member Crawford motioned to enter into a five year agreement with Westrum Leak Detection at a cost of \$2,850.00/year for a five year period beginning in 2014 and O'Hair seconded the motion. Roll call of the vote was;

Ayes: Crawford, O'Hair, Rychnovsky  
Nays: None  
Absent: Contreras, Neas  
Motion Passed  
***Resolution 2014-08***

Water Superintendent Brandon Patterson opened the discussion regarding disconnection wording by stating the department had received a letter from a residential customer regarding the utility bill and disconnection notice process. Mr. Patterson stated that board member Neas requested an agenda item for discussion purposes. The board took no action regarding the wording on the disconnection notices.

Water Superintendent Brandon Patterson opened the discussion regarding setting a stocking fee on Water Works inventory purchased by customers. Mr. Patterson explained the process currently being used and requested the board's thoughts on how to proceed to be fair to customers and ensuring our fees are collected to replace the inventory. After discussion was held, board member Crawford motioned to set a stocking fee of 20% to be added to inventory amount and O'Hair seconded the motion.

Ayes: Crawford, O'Hair, Rychnovsky  
Nays: None  
Absent: Contreras, Neas  
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding purchasing a time clock for employees to use. Additional discussion was held regarding if it made sense from an employment and board standpoint and how to move forward. Additional information will be obtained and submitted at a future meeting.

Water Superintendent Brandon Patterson opened the discussion regarding Water Works staffing and job descriptions by reporting to the board Bob Hamilton's resignation and upcoming vacancies that would arise due to retirements, etc. Sample job descriptions were presented. Discussion was held regarding the staffing needs and number of the employees. Board member Crawford motioned to authorize Water Superintendent Brandon Patterson to move forward with filling the existing vacancy with an Operator/Distribution Laborer and O'Hair seconded the motion.

Ayes: Crawford, O'Hair, Rychnovsky

Nays: None

Absent: Contreras, Neas

Motion Passed

Board member Crawford motioned to approve the Administrative Assistant/GIS Specialist job description and authorized movement from a part-time Administrative Assistant position to a full-time Administrative Assistant/GIS Specialist position and O'Hair seconded the motion.

Ayes: Crawford, O'Hair, Rychnovsky

Nays: None

Absent: Contreras, Neas

Motion Passed

Utility Office Manager Carrie Benda opened the discussion regarding the Water Superintendent vacation by explaining vacation is calculated and awarded at your anniversary date. Mr. Patterson's anniversary date was February 2, 2014. Presented was Mr. Patterson's time and vacation policy. Discussion was held. Board member Crawford motioned to approve Mr. Patterson roll 176 hours of unused vacation to the next year for time off. Crawford stated that if Mr. Patterson does not use these unused hours by the next anniversary date, the hours will be lost and O'Hair seconded the motion.

Ayes: Crawford, O'Hair, Rychnovsky

Nays: None

Absent: Contreras, Neas

Motion Passed

Water Superintendent Report: Brandon Patterson reported on a number of projects including; main breaks that occurred in March that were repaired by Water Works staff, a service line replacement, the solar bee project, a plant project priority listing, and distribution repair schedules. Continuing on, Mr. Patterson spoke of a scheduled plant shutdown, a meeting that was held with City Administrator/Clerk and reported to the board that the department is currently inspecting and flushing each hydrant in the distribution system. Discussion was held regarding an e-mail that was received regarding trails. Mr. Patterson completed his report by advising the board on the Foreman position and how well it is working within the Water Works organization.

Chairman Rychnovsky presented the consent agenda. Board member Crawford motioned to approve the consent agenda as presented and O'Hair seconded the motion. The consent agenda included the Aging Report and YTD Budget Report, minutes from the February 6, 2014 and March 6, 2014 meetings as well as the following Bills and Claims:

AFLAC	PAYROLL	\$119.22
AGSOURCE LABORATORIES	LAB TESTING	\$82.00
ALISHA CRAWFORD	COMPENSATION	\$75.00
ALLIANT ENERGY	UTILITIES	\$6,601.92
AUTOMATIC SYSTEMS CO	SERVICES	\$630.25
BERT GURNEY & ASSOCIATES INC	SERVICES	\$787.20
WILLIAM BRADLEY	DEPOSIT REFUND	\$100.00
CARD MEMBER SERVICE	SERVICES	\$528.44

CARD SERVICE CENTER	SERVICES	\$395.68
CASEY'S GENERAL STORES	FUEL	\$2,607.34
CHEM-SULT INC	CHEMICALS	\$47,570.36
RANDY CHRISTO	DEPOSIT REFUND	\$100.00
CITY OF OSCEOLA	SERVICES	\$174,405.26
CLARKE COUNTY ENGINEER	SERVICES	\$20.00
COMMUNICATIONS SOLUTIONS OF	SERVICES	\$139.27
SUSANA CONTRERAS	DEPOSIT REFUND	\$100.00
SUSANA CONTRERAS	COMPENSATION	\$75.00
CR SERVICES	SUPPLIES	\$29.73
DUSTIN CRAWFORD	DEPOSIT REFUND	\$100.00
CRESTON PUBLISHING	PUBLICATIONS	\$335.28
CROSS MINISTRIES	SERVICES	\$70.00
D & D PEST CONTROL	SERVICES	\$45.00
DAVE NEAS	COMPENSATION	\$75.00
FASTENAL	SERVICES	\$670.89
FISTHER SCIENTIFIC	SUPPLIES	\$130.55
J.J. GOULD	DEPOSIT REFUND	\$100.00
HACH COMPANY	SERVICES	\$901.65
HIGHWAY LUMBER	SERVICES	\$38.50
HYDRITE CHEMICAL CO	CHEMICALS	\$1,702.40
IA ASSN OF MUNICIPAL	TRAINING	\$300.00
INTERNAL REVENUE SERVICES	PAYROLL TAXES	\$6,611.07
INTERSTATE POWER SYSTEMS	SERVICES	\$806.25
IOWA DEPT OF REVENUE	PAYROLL	\$1,300.00
IOWA DEPT OF REVENUE	SALES TAXES	\$4,609.00
IPERS	PAYROLL	\$5,431.85
J P AUTO	SUPPLIES	\$73.91
JACKSON ELECTRIC	SERVICES	\$1,189.47
MACKENZIE O'HAIR	COMPENSATION	\$75.00
MENARDS - CLIVE	SUPPLIES	\$576.59
MET LIFE	DENTAL INSURANCE	\$15.83
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$68.65
MUNICIPAL SUPPLY INC	SUPPLIES	\$1,706.55
MUTUAL OF OMAHA	LIFE INSURANCE	\$101.77
OSCEOLA FARM & HOME	SUPPLIES	\$193.69
PENICK ELECTRIC	SERVICES	\$8.99
REYNOLDSON & VANWERDEN LLP	LEGAL SERVICES	\$495.20
ROBINSONS CO	SUPPLIES	\$144.18
RYAN RYCHNOVSKY	COMPENSATION	\$75.00
SEMINOLE RETAIL ENERGY SV	UTILITIES	\$2,886.86
SHANE SELSOR	REIMBURSEMENT	\$28.00
SOLUTIONS	SERVICES	\$72.22
STAR EQUIPMENT, LTD	SERVICES	\$1,439.96
STATE HYGENIC LABORATORY	LAB TESTING	\$641.00
TEAMSTERS	UNION DUES	\$128.00
TOM & JOHN'S AUTO SERVICE	SERVICES	\$1,239.56
U.S. CELLULAR	COMMUNICATION	\$313.80
U.S. POST OFFICE	POSTAGE	\$642.03
UNITED HEALTHCARE	HEALTH INSURANCE	\$12,246.52
WESTRUM LEAK DETECTION	SERVICES	\$612.50
WILD BLUE	COMMUNICATION	\$86.32
WINDSTREAM	COMMUNICATION	\$266.60
ZEE MEDICAL INC.	SERVICES	\$76.55
ZIMCO SUPPLY CO.	SUPPLIES	\$116.95
TOTAL CLAIMS		\$302,736.52

Ayes: Crawford, O'Hair, Rychnovsky

Nays: None

Absent: Contreras, Neas

Motion Passed

Utility Office Manager Carrie Benda requested the board's guidance on setting a copy fee for copies being made for customers not relating to Water Works business.

Board Member Reports: Board members had nothing to report.

There being no further business to discuss, board member Crawford motioned and Contreras seconded adjournment at 7:55 p.m.

Ayes: Crawford, O'Hair, Rychnovsky

Nays: None

Absent: Contreras, Neas  
Motion Passed

Attest:

\_\_\_\_\_  
Ryan Rychnovsky, Chairman

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Carrie Benda, Utility Office Manager

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Approved by the board on the May 1, 2014 meeting.