

MEETING  
OSCEOLA WATER BOARD  
December 7, 2017

The Osceola Water Board met for the regularly scheduled board meeting on Thursday, December 7, 2017 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, MacKenzie O'Hair and Mark Binning. Board member Kimball was absent. Also present were Water Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Royce Robertson, Steve Aldridge, Kathleen Johnson, Bud Jones and others not signed in.

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

Ayes: Binning, O'Hair, Bishop, Kale

Nays: None

Absent: Kimball

Motion Passed

Kathleen Johnson spoke to the board regarding the November 2017 board meeting.

Water Superintendent Brandon Patterson and Bud Jones spoke to the board regarding the water line at 514 North Fillmore Street. Mr. Patterson explained to the board that there currently is not a public water main on the block. There is a leak on the service line servicing 514 N. Fillmore that the homeowner contracted with Bud Jones Construction to fix. However, the issue is that the line was installed in approximately 1951 and with the records left to the Water Works staff, we are unable to locate the water line. Mr. Jones presented that they are not sure where the leak is. Mr. Jones presented to the board a quote to install a new line versus continue to search for the water leak in the amount of \$4,346.19. Mr. Patterson stated that in speaking with the customer, they cannot afford to pay for this service up front. Mr. Patterson asked the board for direction on how to proceed. After discussion, board member O'Hair motioned to speak with the customer and if they wished to install a new service line as per Bud Jones Construction's quote, Osceola Water Works will accept a payment arrangement from the customer and if they sell or fall behind on payments, a lien will be placed against the property. Board member Bishop seconded the motion.

Ayes: Binning, O'Hair, Bishop, Kale

Nays: None

Absent: Kimball

Motion Passed

Utility Office Manager Carrie Benda spoke to the board regarding the current general relief process. Mrs. Benda explained that currently, Mary DeLong is assisting the office with claims and that it is the customer's responsibility to contact Clarke County General Relief for services. Mrs. Benda presented a policy that was agreed to in 2014 and requested the board's consideration to amend this policy if they chose at a future meeting. After discussion, the board took no action regarding the current policy.

Water Superintendent Brandon Patterson opened the discussion regarding meter pits and service connections at The Meadows Development. Mr. Patterson explained to the board presented to the board that when the development was purchased, the meter pits were installed on the lots for single family dwellings. Mr. Patterson continued by explaining with the current development plans, these meter pits will be located in the customer driveways. Mr. Patterson continued offering the board options to solve the problem of the pits being in the drive to include a sewer manhole cover be added to the current infrastructure for protection. Mr. Patterson stated that the cost per cover is approximately \$253.00 and recommended that the Water Works pay for the

materials and the contractor would bear the labor expense. After discussion, board member Binning motioned for Osceola Water Works to purchase the needed supplies and have the contractor install the covers to Water Works specifications and Bishop seconded the motion.

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

Water Superintendent Brandon Patterson opened the discussion regarding the purchase of a gooseneck trailer by presenting information about the current 2011 dump trailer and uses. Mr. Patterson continued by presenting the capital plan items and funds available, options and ways the trailer would benefit the team. After discussion, board member Binning motioned to approve the purchase of a gooseneck trailer from Clarke County Motors in the amount of \$6,500.00 and Bishop seconded the motion.

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

Water Superintendent Report: Brandon Patterson reported to the board a leak on North Fillmore Street and water main breaks that have been repaired by Water Works personnel. Continuing on, Mr. Patterson presented information regarding the bond completion, publication on available Water Works positions and discussion regarding the FY 2018-2019 budget process. Mr. Patterson concluded his report by giving an update on the Clarke County Reservoir and presenting information regarding water conservation for West Lake at the current time is down 4’ and precautions needed to be taken.

Chairman Kale presented the consent agenda. Board member O’Hair motioned to approve the consent agenda and Binning seconded the motion. The consent agenda included the Aging Report reflecting an outstanding balance of \$22,275.75 on all utility services, YTD Budget Report, minutes from the meeting held on November 9, 2017 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$232.36
AGSOURCE LABORATORY	LAB TESTING	\$120.00
AIRPORT GRAPHICS	SERVICES	\$261.52
ALLIANT ENERGY	UTILTY	\$6,320.18
ALLIED SYSTEMS, INC.	SERVICES	\$2,972.51
BANKERS TRUST COMPANY	BOND FEE	\$250.00
CHRISTOPHER BARAJAS	DEPOSIT REFUND	\$100.00
DAVID BARNEY	DEPOSIT REFUND	\$39.43
CALGON CARBON	CEHMICALS	\$5,979.12
CARD MEMBER SERVICES	SERVICES	\$268.73
CASEY’S GENERAL STORES	FUEL	\$583.74
CHEM-SULT	CHEMICALS	\$38,897.23
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$159,153.38
CLARKE COMM SCHOOLS	DEPOSIT REFUND	\$1,300.00
COUNTRY CONCRETE	SERVICES	\$1,200.00
CRESTON PUBLISHING	PUBLICATION	\$334.09
D & D PEST CONTROL	SERVICES	\$45.00
FRIDAY INSURANCE AGENCY	INSURANCE	\$220.00
EMILY GAA	DEPOSIT REFUND	\$150.00
GILBERTS TRUE VALUE HOME	SERVICES	\$11.55
HACH COMPANY	SERVICES	\$141.79
HYDRITE CHEMICAL CO	CHEMICALS	\$2,089.60
IA DEPT OF HUMAN SERVICES	PAYROLL EXPENSE	\$687.36
IA DEPT OF NATURAL RESOURCES	FEE	\$30.00
IDALS – PESTICIDE BUREAU	CERTIFICATE	\$30.00
IDEAL READY MIX	CONCRETE	\$2,077.00
IMWCA	WORKMANS COMP	\$1,020.00
INTERNAL REVENUE SERVICE	PAYROLL EXPENSE	\$7,787.45
IA DEPT OF REVENUE	PAYROLL EXPENSE	\$2,083.00
IA DEPT OF REVENUE	SALES TAX	\$6,423.00
IOWA FINANCE AUTHORITY	PAYOFF SRF LOAN	\$1,483,159.79
IPERS	PAYROLL	\$5,833.09

J.P. AUTO	SUPPLIES	\$16.56
DUSTIN JACKSON	DEPOSIT REFUND	\$79.18
KEMPER BENEFITS	GAP INSURANCE	\$306.28
AMANDA KENNEDY	DEPOSIT REFUND	\$150.00
METLIFE	DENTAL INSURANCE	\$264.11
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$93.77
MUNICIPAL SUPPLY INC.	SERVICES	\$4,521.60
MUTUAL OF OMAHA	LIFE INSURANCE	\$49.91
OSCEOLA FARM & HOME	SUPPLIES	\$125.98
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$271.97
BRIAN & KATIE PHILLIPS	DEPOSIT REFUND	\$100.00
REYNOLDS & VANWERDEN LLP	LEGAL SERVICES	\$383.41
SAVAGE EXCAVATING	SERVICES	\$150.00
SHAZAM	MONTHLY SERVICE	\$25.00
SOLUTIONS	SERVICES	\$268.99
STATE HYGENIC LABORATORY	LAB TESTING	\$681.50
KERRY SUNDERMAN	DEPOSIT REFUND	\$150.00
U.S. CELLULAR	COMMUNICATION	\$328.52
U.S. POST OFFICE	POSTAGE	\$468.60
UNITED HEALTHCARE	HEALTH INSURANCE	\$7,637.31
WILD BLUE	COMMUNICATION	\$85.90
WINDSTREAM	COMMUNICATION	\$376.12
ZIEGLER INC.	SERVICES	\$959.24

TOTAL ACCOUNTS PAYABLE: \$1,747,344.87

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

Utility Office Manager Report: Carrie Benda reported on the audit completion and draft reporting completion and income offset program updates for 2017.

There were no board member reports.

Water Superintendent Brandon Patterson presented to Chairman Alisha Kale a letter requesting a closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Board member Binning motioned to enter into closed session at 6:42 p.m. and Bishop seconded the motion. Roll call of the vote was:

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

Board member Bishop motioned to close the closed session at 7:25 p.m. and Binning seconded the motion. Roll call of the vote was:

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

There being no further business to discuss, board member Binning motioned to adjourn the board meeting and Bishop seconded the motion. The board adjourned the meeting at 7:25 p.m.

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

  
Alisha Kale, Chairman

Attest:

  
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Carrie Benda, Utility Office Manager

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Approved by the Osceola Water Board of Trustees on Thursday, January 4, 2018.