

OSCEOLA WATER BOARD

January 4, 2018

The Osceola Water Board met for the regularly scheduled meeting on Thursday, January 4, 2018 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, Mark Binning and Jim Kimball. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Royce Robertson and others not signed in.

Board member Bishop motioned to move agenda item # 5 before item # 4 on the agenda and Binning seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Board member Bishop motioned to approve the agenda with the approved changes and Binning seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

No one spoke to the board about items not on the agenda.

Utility Office Manager Carrie Benda opened the discussion regarding the selection of chair and vice chair positions for 2018. After discussion was held, board member Binning motioned for Alisha Kale to be named chair and Kimball seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Board Member Binning motioned for Larry Bishop to be named vice chair and Kimball seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding purchasing land from the Clarke County Reservoir Commission by stating that the bonding process has been completed. Mr. Patterson presented a map outlining the land to be purchased totaling 170 +/- acres that would be purchased by the Water Board of Trustees. Mr. Patterson presented that City Council will have to ratify the Water Board's action at their next meeting and asked for the board's authorization to move forward with the purchase of the land when everything is completed. After board discussion, board member Binning motioned to approve staff to move forward with the purchase of land in the amount of \$600,000 from the CCRC to City of Osceola and Kimball seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding Water Works staffing and job descriptions by presenting material to be updated. Mr. Patterson presented that Royce Robertson was promoted on December 13, 2017 to Water Distribution Foreman. Mr. Patterson stated that Mr. Robertson has the licenses to work in both the Water Distribution and Water Treatment areas. Mr. Patterson recommended changing from a Water Works Distribution

Foreman to a Water Works Foreman position and amend the job descriptions to match the current job duties. After discussion, board member O'Hair motioned to abandon the Water Distribution Foreman job description and adopt the Water Works Foreman position and Binning seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson provided a pay proposal for the board to consider for the promotion of Royce Robertson. Mr. Patterson presented current pay of \$22.44/hour plus the overtime pay collected. Mr. Patterson stated that if the board promoted Mr. Robertson to Water Works Foreman, the position would be salary versus hourly pay. Mr. Patterson recommended that the board grant Mr. Robertson a pay of \$51,750.40/year and add an increase of \$1,560/year when the grade II Distribution license is obtained and an additional \$1,560/year when the aquatic and pesticide license is obtained. Mr. Patterson asked for the board to consider making the change effective with the payroll week starting 12-30-2017. After discussion, board member Binning motioned to promote Royce Robertson into the Water Works Foreman position and increase wages to \$51,750.40/year with added incentives as achieved effective with the payroll week starting 12-30-2017 and Kimball seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson provided information to promote Casey Fluckey who is currently a Water Operator I to a Water Operator II/GIS Specialist. Mr. Patterson presented the 3-2-2017 pay scale approved and recommended an hourly increase to \$19.00/hour with the payroll week starting 12-30-2017. Mr. Patterson continued with a proposal for Mr. Fluckey to obtain his CDL license by the end of his probationary period of 5-17-2018 and an increase of \$1.00 would be given. After discussion, board member Bishop motioned to promote Casey Fluckey to the Water Operator II/GIS Specialist position and increase his wages to \$19.00/hour starting with the payroll week of 12-30-2017 and once the CDL and probationary period is completed and \$1.00 increase will be given and Binning seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson provided the Water Plant Operator job description and recommended adding language to reflect that the employees are under the Water Works Foreman and Water Superintendent. After discussion, board member Binning motioned to approve the changes to the Water Plant Operator job description to add language that Water Plant Operators are under the Water Works Foreman and Water Superintendent and O'Hair seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson provided information that with the above changes, there are two vacant positions at the Water Works. Mr. Patterson presented information regarding interviews and recommended the board approve the hire of Cory Gallup. Mr. Patterson continued to recommend a starting hourly pay of \$20.00/hour and offer an increase of \$.50/hour when Mr. Gallup obtains his grade I distribution license and another \$.50/hour when the class B CDL is obtained. After discussion, board member Binning motioned to approve the hire of Cory Gallup at \$20.00/hour with a \$.50/hour increase when the grade I distribution license is obtained and another \$.50/hour increase when the class B CDL is obtained and Kimball seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding 2018 projects by presenting a listing of items that were approved with the bond issuance and requested the board's approval to move forward with getting the projects started to come back with cost estimates, timing, etc. After discussion, board member Bishop motioned to approve staff to move forward with working with engineers as required and getting the projects started to present information at a future date including cost estimates, etc. and Binning seconded the motion.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the FY2018-2019 budget by presenting a draft of a three year budget proposal. The board made recommendations to staff regarding reducing the budget. After lengthy discussion, board member Bishop motioned to approve the resolution authorizing submittal of the FY 2018-2019 budget as proposed to the city for final adoption by the City Council and O'Hair seconded the motion. Roll call of the vote was;

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Resolution 2018-01

No action was taken regarding setting a budget work session at this time.

Water Superintendent Report: Brandon Patterson reported to the board nine main breaks that were repaired by Water Works staff, the completion of the West Lake rip rap project and upcoming meetings. Mr. Patterson completed his report by giving the lake level and an update on the CCRC.

Chairman Kale presented the consent agenda. Board member Bishop motioned to approve the consent agenda as presented and Bishop seconded the motion. The consent agenda included the Aging Report reflecting an outstanding balance of \$22,560.26 on all utility services, YTD Budget Report, minutes from the meeting held on December 7, 2017 as well as the following Bills and Claims:

ARS CONSTRUCTION	SERVICES	\$34,636.10
AFLAC	PAYROLL	\$180.24
AGSOURCE LABORATORIES	LAB TESTING	\$93.00
ALLIANT ENERGY	SERVICES	\$5,947.08
CARD MEMBER SERVICE	SERVICES	\$181.20
CHEM-SULT INC.	CHEMICALS	\$6,913.18
CINTAS FIRST AID & SAFETY	SERVICES	\$72.83
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$140,787.45
COUNTRY CONCRETE	SERVICES	\$4,570.00
CRESTON PUBLISHING COMP	PUBLICATION	\$236.99
D & D PEST CONTROL	SERVICES	\$45.00
MARK ALLEN DANNER	DEPOSIT REFUND	\$123.56
FALLER, KINCHELOE & CO, PLC	SERVICES	\$2,800.00
FAREWAY STORES	SERVICES	\$27.74
FP MAILING SOLUTIONS	SERVICES	\$209.03
HACH COMPANY	LAB TESTING	\$1,110.14
HIGHWAY LUMBER	SERVICES	\$3.79
IA DEPT OF HUMAN SERVICES	PAYROLL	\$687.36
IDEAL READY MIX	CONCRETE	\$3,906.00
IMWCA	WORKMANS COMP	\$1,020.00
INTERNAL REVENUE SERVICE	PAYROLL	\$7,631.05
IOWA DEPT OF REVENUE	PAYROLL	\$3,121.00
IOWA DEPT OF REVENUE	SALES TAX	\$5,606.00
IPERS	PAYROLL	\$5,525.17
J P AUTO	SERVICES	\$32.47
JETCO, INC.	SERVICES	\$1,464.65
KEMPER BENEFITS	GAP INSURANCE	\$236.50
KATIE MALLORY	DEPOSIT REFUND	\$100.00
MET LIFE	DENTAL INSURANCE	\$199.19
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$82.30

MUNICIPAL SUPPLY INC	SERVICES	\$2,094.15
MUTUAL OF OMAHA	LIFE INSURANCE	\$49.91
MATTHEW NERNESS	DEPOSIT REFUND	\$150.00
DEREK NICHOLS	DEPOSIT REFUND	\$150.00
OSCEOLA FARM & HOME	SUPPLIES	\$302.39
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$26.44
PETTY CASH	REPLENISH	\$100.00
REYNOLDS & VANWERDEN LLP	LEGAL SERVICES	\$63.90
RYCHNOVSKY LAWN INC.	SERVICES	\$1,247.00
SCHILDBERG CONSTRUCTION	SUPPLIES	\$1,011.40
SHAZAM	MONTHLY FEE	\$25.00
SOLUTIONS	SERVICES	\$58.98
SPOKE COMMUNICATIONS, LLC	SERVICES	\$50.00
U.S. CELLULAR	COMMUNICATION	\$332.42
U.S. POST OFFICE	POSTAGE	\$473.14
UNITED HEALTH CARE	HEALTH INSURANCE	\$5,701.34
WILD BLUE	COMMUNICATION	\$85.90
BERTRICE WILSON	DEPOSIT REFUND	\$100.00
WINDSTREAM	COMMUNICATION	\$376.86

TOTAL ACCOUNTS PAYABLE \$238,711.85

TOTAL PAYROLL \$21,525.13

TOTAL PAID \$260,236.98

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed

Utility Office Manager Carrie Benda reported on the financial audit completion, Income Offset program updates and upcoming policies to pass for compliance with the bonding process.

Board members had nothing to report.

There being no further business to discuss, board member Binning motioned and Bishop seconded adjournment at 7:33 p.m.

Ayes: Bishop, O'Hair, Binning, Kimball, Kale

Nays: None

Motion Passed


Alisha Kale, Chairman

Attest:



Carrie Benda, Utility Office Manager

Published in the Osceola Sentinel Tribune on January 25, 2018 for a cost of \$168.26.

Approved by the Osceola Water Board of Trustees on February 1, 2018.