OSCEOLA WATER BOARD February 6, 2020

The Osceola Water Board met for the regularly scheduled meeting on Thursday, February 6, 2020 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. James Kimball arrived at 5:44 p.m. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Water Works Foreman Royce Robertson, Doug Miller 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

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

Doug Miller with Friday Insurance spoke to the board about the property and casualty insurance policy. Mr. Miller spoke on the coverage of the dam at West Lake and the public entity enhancements. After further discussion on the public entity enhancements, board member Binning motioned to increase the public entity enhancement portion of the insurance coverage from a coverage limit of \$50,000 & annual premium \$50 to a coverage limit of \$2,000,000 & annual premium of \$350 and O'Hair seconded the motion.

Ayes: Binning, O'Hair, Bishop, Kale

Nays: None Absent: Kimball Motion Passed

James Kimball entered the meeting at 5:44 p.m.

Water Superintendent Brandon Patterson opened the discussion regarding sludge removal for the lagoons at the water treatment plant. Mr. Patterson continued by presenting the vendors that were contacted and bids that were received. After discussion, board member Bishop motioned to enter into an agreement with Telum for a lump sum fee of \$59,400 to clean two lagoons based on full capacity and Kimball seconded the motion. Roll call of the vote was:

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

Nays: None Motion Passed 2020-02

Water Superintendent Brandon Patterson opened the discussion regarding future pay increases and employee evaluations by presenting a draft proposal based off of board direction. Mr. Patterson stated that the evaluation is broken up into five categories (unsatisfactory, improvement needed, satisfactory, very good and excellent). Mr. Patterson presented wage increase percentages and requested approval of unsatisfactory, improvement needed = 0% increase, satisfactory = 2% increase, very good = 2.50% increase and excellent = 3% increase. After discussion, board member Bishop motioned to approve the wage proposal as presented and O'Hair seconded the motion.

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

Nays: None Motion Passed Board member Binning left the meeting at 6:21 p.m.

Water Superintendent Brandon Patterson opened the discussion regarding a water rate study by stating that this was an item tabled from the January 2020 board meeting. Mr. Patterson stated that the last rate study was completed in 2010 and he is hoping to get board support to have a current study completed. The study will analyze the current rate structure, evaluate each rate class, provide rate projections and assist with the contracts we have with SIRWA and city. Mr. Patterson presented the update of how he plans to use the information and pay for the project. After discussion, board member Kimball motioned to enter into an agreement with HDR Engineering to conduct a water rate study and directs staff to meet with SIRWA regarding assisting with a portion of the rate study and revisit their water rate. Board member Bishop seconded the motion. Roll call of the vote was:

Ayes: Kimball, O'Hair, Bishop, Kale

Nays: None Absent: Binning Motion Passed 2020-03

Utility Office Manager Carrie Benda opened the discussion regarding debit/credit card payments by explaining the transition from Forte Payment Systems to Gov Pay Net and the issues that have not been resolved. After discussion, board member Bishop motioned to direct staff to continue working with Gov Pay Net for the next 30 days and if Gov Pay Net could not come through with the proposal laid out, look at alternative options. Board member Kimball seconded the motion.

Ayes: Kimball, O'Hair, Bishop, Kale

Nays: None Absent: Binning Motion Passed

Water Superintendent Report: Brandon Patterson shared with the board two main breaks that were able to be repaired by Osceola Water Works staff, a hydrant issue at the Clarke Community High School and ongoing maintenance at the water treatment plant. Mr. Patterson also asked for the board's direction regarding lead water lines and assessment of fees where Osceola Water Works is required to hire repairs made to customer's services. Mr. Patterson concluded his report by giving an update on the Clarke County Reservoir project.

Chairman Kale presented the consent agenda. Board member O'Hair 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 \$28,885.16 on all utility services, YTD Budget Report, minutes from the meetings held on January 9, 2020 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$282.88
AGSOURCE LABORATORIES	LAB TESTING	\$126.50
ALLIANT ENERGY	UTILITIES	\$7,903.95
ANDREW CONSTRUCTION II	DEPOSIT REFUND	\$1,300.00
ASHLEY AUBREY	DEPOSIT REFUND	\$150.00
ENEDINA AYALA	DEPOSIT REFUND	\$18.79
JOSE BANUELOS	DEPOSIT REFUND	\$79.54
DAVID BARNEY	CREDIT REFUND	\$77.77
BRAD BLUM	DEPOSIT REFUND	\$150.00
ASHLEY LYNN BROWN	DEPOSIT REFUND	\$150.00
JOEY BROWN	DEPOSIT REFUND	\$38.32
CARD MEMBER SERVICE	SERVICES	\$244.65
CASEY'S GENERAL STORES	FUEL	\$546.36
CENTERPOINT ENERGY SERVICES	NATURAL GAS	\$525.58
CHEM-SULT INC.	CHEMICALS	\$28,267.31
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$161,192.28
CITY OF OSCEOLA	FLEX ACCOUNT	\$86.68
CITY OF OSCEOLA	HEALTH INSURANCE	\$9,591.40
CLARKE COUNTY SHERIFF	PAYROLL	\$154.22
COUNTRY CONCRETE	CONCRETE	\$2,155.00

CRESTON PUBLISHING PUBLICATON \$167.74 D & D PEST CONTROL SERVICES \$45.00 HALEY DEVORE DEPOSIT REFUND \$101.54 FELD FIRE SER VICES \$163.00 GILBERTS TRUE VALUE SERVICES \$942.85 HACH COMPANY LAB TESTING \$113.78 HAWKINS CHEMICALS \$11.285.00 TYRONE HERFEL DEPOSIT REFUND \$92.59 HIGHWAY LUMBER SERVICES \$180.00 IA DEPT OF HUMAN SERVICES PAYROLL \$1,010.44 IDEAL READY MIX CO CONCRETE \$2,821.50 INTERNAL REVENUE SERVICE PAYROLL \$7,000.34 IOWA DEPT OF REVENUE STATE TAXES \$1,659.00 IOWA WORKFORCE DEV UNEMPLOYMENT \$4,981.35 IPERS PAYROLL \$6,346.27 JP AUTO SERVICES \$93.73 ELLEN MARFUT DEPOSIT REFUND \$28.13 LISA MCCOY-PATRICK DEPOSIT REFUND \$150.00 MET LIFE DENTAL INSURANCE \$426.15 METERING & TECHNOLOG	CRESTON PUBLISHING D & D PEST CONTROL	PUBLICATON SERVICES	\$167.74 \$45.00
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METERING & TECHNOLOGY SOLUT MIDWEST OFFICE TECHNOLOGY MUNICIPAL SUPPLY INC SERVICES SERVICES SI332.90 MUTUAL OF OMAHA LIFE INSURANCE SERVICES ST.04 O'REILLY AUTO PARTS SERVICES SERVICES ST.38 OSCEOLA FARM & HOME SERVICES SERVICES SERVICES SI332.90 MUTUAL OF OMAHA LIFE INSURANCE SERVICES ST.38 OSCEOLA FARM & HOME SERVICES SI37.38 OSCEOLA WATER WORKS APPLY DEPOSITS SI3,762.71 RONDA PARMER DEPOSIT REFUND ST7.23 BRITTANY POUNDS DEPOSIT REFUND SI1.24 SCHILDBERG CONSTRUCTION CO SERVICES ST58.37 STATE HYGENIC LABORATORY LAB TESTING SI85.50 MEGANN STEWARD U.S. CELLULAR COMMUNICATION SI40.83 U.S. POST OFFICE POSTAGE RANSOM WHITHAM DEPOSIT REFUND S49.16 WILD BLUE COMMUNICATION S175.00 WINDSTREAM COMMUNICATION S370.10 DAVID YOUNGS DEPOSIT REFUND S150.00 ZIEGLER INC.	MET LIFE	DENTAL INSURANCE	\$426.15
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MUNICIPAL SUPPLY INC MUTUAL OF OMAHA LIFE INSURANCE \$57.04 O'REILLY AUTO PARTS OSCEOLA FARM & HOME SERVICES \$289,79 OSCEOLA WATER WORKS APPLY DEPOSITS RONDA PARMER DEPOSIT REFUND \$77.23 BRITTANY POUNDS DEPOSIT REFUND \$21,24 SCHILDBERG CONSTRUCTION CO SERVICES \$758.37 STATE HYGENIC LABORATORY MEGANN STEWARD U.S. CELLULAR U.S. POST OFFICE POSTAGE RANSOM WHITHAM DEPOSIT REFUND \$49.16 WILD BLUE COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150.00 ZIEGLER INC. SERVICES \$332.90	MIDWEST OFFICE TECHNOLOGY	SERVICES	\$4,782.40
MUTUAL OF OMAHA O'REILLY AUTO PARTS SERVICES ST.38 OSCEOLA FARM & HOME SERVICES	MUNICIPAL SUPPLY INC	SERVICES	\$332.90
O'REILLY AUTO PARTS SERVICES \$7.38 OSCEOLA FARM & HOME SERVICES \$289,79 OSCEOLA WATER WORKS APPLY DEPOSITS \$3,762.71 RONDA PARMER DEPOSIT REFUND \$77.23 BRITTANY POUNDS DEPOSIT REFUND \$21.24 SCHILDBERG CONSTRUCTION CO SERVICES \$758.37 STATE HYGENIC LABORATORY LAB TESTING \$185.50 MEGANN STEWARD DEPOSIT REFUND U.S. CELLULAR COMMUNICATION \$340.83 U.S. POST OFFICE POSTAGE RANSOM WHITHAM DEPOSIT REFUND \$49.16 WILD BLUE COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150.00 ZIEGLER INC.	MUTUAL OF OMAHA	LIFE INSURANCE	\$57.04
OSCEOLA FARM & HOME SERVICES \$289,79 OSCEOLA WATER WORKS APPLY DEPOSITS \$3,762.71 RONDA PARMER DEPOSIT REFUND \$77.23 BRITTANY POUNDS DEPOSIT REFUND \$21.24 SCHILDBERG CONSTRUCTION CO SERVICES \$758.37 STATE HYGENIC LABORATORY LAB TESTING \$185.50 MEGANN STEWARD DEPOSIT REFUND \$19.80 U.S. CELLULAR COMMUNICATION \$340.83 U.S. POST OFFICE POSTAGE \$463.98 RANSOM WHITHAM DEPOSIT REFUND \$49.16 WILD BLUE COMMUNICATION \$175.00 WINDSTREAM COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150.00 ZIEGLER INC. SERVICES \$116.78	O'REILLY AUTO PARTS	SERVICES	\$7.38
OSCEOLA WATER WORKS APPLY DEPOSITS \$3,762.71 RONDA PARMER DEPOSIT REFUND \$77.23 BRITTANY POUNDS DEPOSIT REFUND \$21.24 SCHILDBERG CONSTRUCTION CO SERVICES \$758.37 STATE HYGENIC LABORATORY LAB TESTING \$185.50 MEGANN STEWARD DEPOSIT REFUND \$19.80 U.S. CELLULAR COMMUNICATION \$340.83 U.S. POST OFFICE POSTAGE \$463.98 RANSOM WHITHAM DEPOSIT REFUND \$49.16 WILD BLUE COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150.00 ZIEGLER INC. SERVICES \$116.78	OSCEOLA FARM & HOME	SERVICES	\$289.79
RONDA PARMER BRITTANY POUNDS DEPOSIT REFUND \$21.24 SCHILDBERG CONSTRUCTION CO SERVICES \$758.37 STATE HYGENIC LABORATORY LAB TESTING MEGANN STEWARD DEPOSIT REFUND U.S. CELLULAR U.S. POST OFFICE POSTAGE RANSOM WHITHAM DEPOSIT REFUND WILD BLUE COMMUNICATION \$19.80 V.S. POST OFFICE POSTAGE \$463.98 RANSOM WHITHAM DEPOSIT REFUND \$49.16 WILD BLUE COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150.00 ZIEGLER INC.	OSCEOLA WATER WORKS	APPLY DEPOSITS	\$3,762.71
BRITTANY POUNDS DEPOSIT REFUND \$21.24 SCHILDBERG CONSTRUCTION CO SERVICES \$758.37 STATE HYGENIC LABORATORY LAB TESTING \$185.50 MEGANN STEWARD DEPOSIT REFUND \$19.80 U.S. CELLULAR COMMUNICATION \$340.83 U.S. POST OFFICE POSTAGE \$463.98 RANSOM WHITHAM DEPOSIT REFUND \$49.16 WILD BLUE COMMUNICATION \$175.00 WINDSTREAM COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150.00 ZIEGLER INC. SERVICES \$116.78	RONDA PARMER	DEPOSIT REFUND	\$77.23
SCHILDBERG CONSTRUCTION CO SERVICES \$758.37 STATE HYGENIC LABORATORY LAB TESTING \$185.50 MEGANN STEWARD DEPOSIT REFUND U.S. CELLULAR COMMUNICATION S340.83 U.S. POST OFFICE POSTAGE RANSOM WHITHAM DEPOSIT REFUND WILD BLUE COMMUNICATION \$175.00 WINDSTREAM COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150.00 ZIEGLER INC. SERVICES \$116.78	BRITTANY POUNDS	DEPOSIT REFUND	\$21.24
STATE HYGENIC LABORATORY MEGANN STEWARD DEPOSIT REFUND U.S. CELLULAR COMMUNICATION S340.83 U.S. POST OFFICE POSTAGE RANSOM WHITHAM DEPOSIT REFUND WILD BLUE COMMUNICATION WINDSTREAM COMMUNICATION DAVID YOUNGS DEPOSIT REFUND S175.00 ZIEGLER INC. SERVICES S116.78	SCHILDBERG CONSTRUCTION CO	SERVICES	\$758.37
MEGANN STEWARD U.S. CELLULAR U.S. POST OFFICE POSTAGE RANSOM WHITHAM DEPOSIT REFUND S49.16 WILD BLUE COMMUNICATION WINDSTREAM COMMUNICATION S175.00 WINDSTREAM COMMUNICATION DAVID YOUNGS DEPOSIT REFUND S150.00 ZIEGLER INC. SERVICES \$116.78	STATE HYGENIC LABORATORY	LAB TESTING	\$185.50
U.S. CELLULAR COMMUNICATION \$340.83 U.S. POST OFFICE POSTAGE \$463.98 RANSOM WHITHAM DEPOSIT REFUND \$49.16 WILD BLUE COMMUNICATION \$175.00 WINDSTREAM COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150.00 ZIEGLER INC. SERVICES \$116.78	MEGANN STEWARD	DEPOSIT REFUND	\$19.80
U.S. POST OFFICE POSTAGE \$463.98 RANSOM WHITHAM DEPOSIT REFUND \$49.16 WILD BLUE COMMUNICATION \$175.00 WINDSTREAM COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150.00 ZIEGLER INC. SERVICES \$116.78	U.S. CELLULAR	COMMUNICATION	\$340.83
RANSOM WHITHAM DEPOSIT REFUND \$49.16 WILD BLUE COMMUNICATION \$175.00 WINDSTREAM COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150.00 ZIEGLER INC. SERVICES \$116.78	U.S. POST OFFICE	POSTAGE	\$463.98
WILD BLUE COMMUNICATION \$175.00 WINDSTREAM COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150,00 ZIEGLER INC. SERVICES \$116.78	RANSOM WHITHAM	DEPOSIT REFUND	\$49.16
WINDSTREAM COMMUNICATION \$370.10 DAVID YOUNGS DEPOSIT REFUND \$150,00 ZIEGLER INC. SERVICES \$116.78	WILD BLUE	COMMUNICATION	\$175.00
DAVID YOUNGS DEPOSIT REFUND \$150,00 ZIEGLER INC. SERVICES \$116.78	WINDSTREAM	COMMUNICATION	\$370.10
ZIEGLER INC. SERVICES \$116.78	DAVID YOUNGS	DEPOSIT REFUND	\$150.00
	ZIEGLER INC.	SERVICES	\$116.78

TOTAL ACCOUNTS PAYABLE \$

253,670.79

TOTAL PAYROLL \$21,079.84

TOTAL PAID \$274,750.63

Ayes: Kimball, O'Hair, Bishop, Kale

Nays: None Absent: Binning Motion Passed

Utility Office Manager Carrie Benda reported the State Income Offset Program, IAMU refund received and presented a request for payment arrangement for an outstanding balance at 130 West Cass St.

Board members had nothing to report.

There being no further business to discuss, board member O'Hair motioned and Bishop seconded adjournment at 7:06 p.m.

Ayes: Kimball, O'Hair, Bishop, Kale

Nays: None Absent: Binning Motion Passed

Alisha Kale, Chairman'

Attest:

Carrie Benda, Utility Office Manager

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Approved by the Osceola Water Board of Trustees on 3-5-2020.