

OSCEOLA WATER BOARD

March 4, 2021

The Osceola Water Board met for the regularly scheduled meeting on Thursday, March 4, 2021 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Vice Chairman Larry Bishop with the following Board Members present: Mark Binning and Sara O'Hair. Board member Kale was absent. Also present were Utility Office Manager Carrie Benda and others not signed in.

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

Ayes: O'Hair, Binning, Bishop

Nays: None

Absent: Kale, Kimball

Motion Passed

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

Dr. James Kimball arrived at the meeting at 5:32 p.m.

Utility Office Manager Carrie Benda spoke to the board regarding the property & casualty insurance renewal by stating that Doug Miller is not in attendance as he did not have all of the information to speak to the board. Mrs. Benda recommended that she continue to work with Mr. Miller and get the updated information and present it to the board for approval. No further discussion or action was taken.

Water Superintendent Brandon Patterson opened the discussion regarding carbon changeout for 2021 with Carbon Central, LLC by stating it is time to change out the carbon in the last four of the eight filters for the year. Mr. Patterson stated that with the approved change out we will likely get on the April 2021 calendar for processing. After discussion, board member Kimball motioned to approve the quote from Carbon Central, LLC for \$59,832.00 and Binning seconded the motion.

Ayes: O'Hair, Binning, Kimball, Bishop

Nays: None

Absent: Kale

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding licensing pay by presenting the incentive plan that was approved by the board in 2017. Mr. Patterson continued by stating that he has been researching other communities pay and options to encourage current employees to obtain additional licenses for cross training, etc. Mr. Patterson presented to the board a plan to increase employee wages. After discussion, the board recommended Mr. Patterson check into incentive program language and bring it back to the April board meeting. No action was taken.

Water Superintendent Brandon Patterson opened the discussion regarding Water Works staffing and job descriptions by stating updated office job descriptions have been completed. Mr. Patterson presented to the board a new job description for an Utility Billing Associate and a Utility Business Manager. After discussion, board member Kimball motioned to approve the two presented job descriptions for the office staff and start the hiring/training process for a Utility Billing Associate and Binning seconded the motion.

Ayes: O'Hair, Binning, Kimball, Bishop

Nays: None

Absent: Kale

Motion Passed

Water Superintendent Report: Brandon Patterson presented handouts to the board regarding city water usage vs project cost, city water at production rate vs customer rate and the current utility billing agreement. Additional information presented to the board was the lake level and employee testing progress. Mr. Patterson concluded his report by giving an update on the rate study and discussion regarding the operator staffing at the distribution and water treatment plant.

Vice Chairman Bishop presented the consent agenda. Board member Kimball motioned to approve the consent agenda as presented and Binning seconded the motion. The consent agenda included the Aging Report reflecting an outstanding balance of \$26,637.33 on all utility services, YTD Budget Report, minutes from the meetings held on February 4, 2021 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$428.80
AGSOURCE LABORATORY	LAB TESTING	\$93.00
ALLIANT ENERGY	UTILITY	\$7,272.91
ALLIED SYSTEMS, INC.	SERVICES	\$5,054.21
BADGER METER	SERVICES	\$1,473.78
BOBS AUTO SUPPLY	SERVICES	\$140.53
BUD JONES CONSTRUCTION	SERVICES	\$1,795.00
CARD MEMBER SERVICE	SERVICES	\$800.20
CASEY'S GENERAL STORES	FUEL	\$492.44
CENTRAL IOWA FASTENERS	SERVICES	\$18.46
CHEM-SULT INC.	CHEMICALS	\$47,330.52
CINTAS FIRST AID & SAFETY	SERVICES	\$152.57
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$180,612.29
CITY OF OSCEOLA – FLEX	PAYROLL	\$83.32
CITY OF OSCEOLA – HEALTH	PAYROLL	\$810.92
CRESTON PUBLISHING COMP	SERVICES	\$216.95
D & D PEST CONTROL	SERVICES	\$45.00
BROOK DAVIS	DEPOSIT REFUND	\$82.98
SARAH DONALDSON	DEPOSIT REFUND	\$100.00
FALLER, KINCHELOE & CO, PLC	SERVICES	\$3,125.00
FELD FIRE	SERVICES	\$409.20
MELISSA FONTAINE	DEPOSIT REFUND	\$150.00
FP MAILING SOLUTIONS	SERVICES	\$110.85
FRIDAY INS AGENCY	INSURANCE	\$2,813.00
GILBERTS TRUE VALUE HOME	SERVICES	\$254.45
HDR ENGINEERING, INC.	SERVICES	\$4,960.00
HIGHWAY LUMBER	SERVICES	\$585.77
HOTSY CLEANING SYSTEMS	SERVICES	\$255.48
HR GREEN, INC.	SERVICES	\$2,523.00
IA ASSOCIATION OF MUNICIPAL	MEMBERSHIP	\$937.00
IA DEPT OF HUMAN SERVICES	PAYROLL	\$1,010.44
IA DEPT OF NATURAL RESOURCES	TESTING FEE	\$30.00
INTERNAL REVENUE SERVICE	PAYROLL	\$7,107.07
INTERSTATE POWER SYSTEMS	SERVICES	\$2,673.59
IOWA DEPT OF REVENUE	STATE TAXES	\$1,232.00
IOWA DEPT OF REVENUE – SALES	WATER EXCISE TAX	\$4,719.00
IOWA ONE CALL	SERVICES	\$27.10
IPERS	PAYROLL	\$4,982.66
PAMELA MAY	DEPOSIT REFUND	\$150.00
ANDREW MCKNIGHT	DEPOSIT REFUND	\$150.00
MET LIFE	DENTAL INSURANCE	\$508.86
METERING & TECHNOLOGY SOL	SERVICES	\$1,224.86
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$60.75
MOSAIC	DEPOSIT REFUND	\$150.00
BERNARDO MOZQUEDA	DEPOSIT REFUND	\$52.96
MUNICIPAL SUPPLY INC.	SERVICES	\$1,115.95
MUTUAL OF OMAHA	LIFE INSURANCE	\$57.04
HOLLY NADOLSKY	DEPOSIT REFUND	\$150.00
OSCEOLA FARM & HOME	SERVICES	\$140.00
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$900.64
COLE PAULSEN	DEPOSIT REFUND	\$150.00
POLLARD WATER	SERVICES	\$1,366.05
JASON RAMSEY	DEPOSIT REFUND	\$70.57
SAM, LLC	SERVICES	\$1,500.00
SHAZAM	MONTHLY FEE	\$25.00
SOLUTIONS	SERVICES	\$40.98
SPOKE COMMUNICATIONS, LLC	SERVICES	\$50.00
STATE HYGENIC LABORATORY	LAB TESTING	\$715.50

U.S. CELLULAR	COMMUNICATION	\$380.23
U.S. POST OFFICE	POSTAGE	\$458.00
ULINE	SERVICES	\$707.09
USA BLUEBOOK	SERVICES	\$779.29
WILLIE VASQUEZ	DEPOSIT REFUND	\$87.59
WILD BLUE	COMMUNICATION	\$175.00
WINDSTREAM	COMMUNICATION	\$306.48

TOTAL ACCOUNTS PAYABLE: \$296,066.93

TOTAL PAYROLL: \$22,102.78

TOTAL PAID: \$318,169.71

Ayes: O'Hair, Kimball, Binning, Bishop

Nays: None

Absent: Kale

Motion Passed

Utility Office Manager Carrie Benda reported on the State Income Offset process and moving tasks to office staff.

Board member Kimball and Binning wished to revisit the sewer deduct process. Board member Bishop wanted to ensure that Osceola Water Works could function for a period of time in a power outage event.

There being no further business to discuss, board member Kimball motioned and Binning seconded adjournment at 6:55 p.m.

Ayes: O'Hair, Kimball, Binning, Bishop

Nays: None

Absent: Kale

Motion Passed


Larry Bishop, Vice Chairman

Attest:


Carrie Benda, Utility Office Manager

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Approved by the Osceola Water Board of Trustees on April 1, 2021.

