

OSCEOLA WATER BOARD  
February 3, 2022

The Osceola Water Board met for the regularly scheduled meeting on Thursday, February 3, 2022 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, James Kimball and Kevin Rivera. Board member Sara O'Hair was absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Doug Miller, Trenton Denney and others not signed in.

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

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

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

Chairman Kale presented the public hearing for the FY 2022-2023 budget. Board member Kimball motioned to go into public hearing at 5:32 p.m. and Bishop seconded the motion. Roll call of the vote was:

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

Utility Office Manager Carrie Benda reported that the publication had been published in the paper and the bulletin board and there has been no feedback verbal or written. Doug Miller was present to speak on the insurance increase in premium due to the water treatment plant coverage increases. Discussion was held regarding coverage amounts for the treatment plant and increased liability coverage costs projected to be 14 to 30%. More information will be received upon renewal of the policy.

Board member Kimball motioned to close the public hearing at 5:47 p.m. and Bishop seconded the motion. Roll call of the vote was:

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

Board member Kimball motioned to approve the FY 2022-2023 budget as presented and Bishop seconded the motion. Roll call of the vote was:

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

***Resolution 2022-02***

Water Superintendent Brandon Patterson opened the discussion regarding water plant repairs by stating since the last board meeting, there has been progress on the painting of the upper level of the plant, flooring and door adjustments. Mr. Patterson introduced Trent Denney who spoke on the final projects including the lab improvements and entrance/back doors being installed. Mr. Denney spoke about the lab improvements. Mr. Denney stated that he has an estimate of the lab

cabinets, counter tops and repairs totaling \$26,450.00. After discussion, board member Bishop motioned to approve the lab improvements with Denney Construction and Kimball seconded the motion.

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

Mr. Denney continued by discussing the door replacement project. Mr. Denney provided an estimate of \$23,980.00 to replace the exterior doors and hardware to the front and back entrances of the plant. After discussion, board member Kimball motioned to approve the door replacement project with Denney Construction in the amount of \$23,980.00 and Bishop seconded the motion.

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

Water Superintendent Brandon Patterson opened the discussion regarding cyber liability and property/casualty insurance renewals by stating Doug Miller was here to discuss the options. We will bring this information back to the March board meeting for action. No further action was taken.

Water Superintendent Brandon Patterson opened the discussion regarding the agreement with V&K for professional services to assist in the highway 69 water main relocation. Mr. Patterson stated that there was an email sent out on January 13, 2022 to approve the agreement and this is formerly approving the agreement. After discussion, board member Bishop motioned to formerly approve the agreement as presented and Kimball seconded the motion. Roll call of the vote was:

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

***Resolution 2022-03***

Water Superintendent Brandon Patterson opened the discussion regarding employee compensation by stating that we are currently down one position and in the event that we run into a need, Water Plant Foreman, Royce Robertson has stated that he will assist as needed. Mr. Patterson stated that he recommended moving forward with this plan as it allowed for flexibility to ensure we are accurately and safely staffed as needed to make repairs. After discussion, board member Kimball motioned to approve the request and compensate Water Works Foreman Royce Robertson at his hourly rate and Bishop seconded the motion.

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

Water Superintendent Brandon Patterson opened the discussion regarding the position of Water Maintenance Operator II/GIS Specialist by stating that former employee Andy Smith accepted a position with the City of Murray creating a vacancy. Mr. Patterson stated that he posted the job internally and recommends promoting Deena Snyder to become the Maintenance Operator II/GIS Specialist. Mr. Patterson stated that he recommended to the board an increase of \$1.00/hour to compensate Deena for the position duties and will review at a 180-day probationary period. After discussion, board member Kimball motioned to approve the movement of Deena Snyder to Water Maintenance Operator II/GIS Specialist at the pay rate of \$20.71/hour and Bishop seconded the motion.

Ayes: Rivera, Kimball, Bishop, Kale  
Nays: None

Absent: O'Hair  
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the water portion of the utility billing for 228 Warren Court by stating this is a residential home that had high consumption. Mr. Patterson continued to explain the request to have the cost of excessive gallons reduced to the production rate and is recommending the board follow their rule and issue a credit of \$70.98 to the customer's account. After discussion, board member Kimball motioned to approve the overage in consumption be reduced to production rate and a credit of \$70.98 be issued to the customer's account and Bishop seconded the motion.

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

Water Superintendent Brandon Patterson opened the discussion regarding amending rule 1, Application Process of the Osceola Water Works Rules and Regulations by stating that last month there was discussion about charging a fee to activate water services after hours. Mr. Patterson presented resolution 2022-04 to include the language to charge a minimum fee of one hour at the standard hourly rate stated in rule 5. After discussion, board member Bishop motioned to approve resolution 2022-04 as presented and Kimball seconded the vote. Roll call of the vote was;

Ayes: Rivera, Kimball, Bishop, Kale  
Nays: None  
Absent: O'Hair  
Motion Passed  
***Resolution 2022-04***

Water Superintendent Brandon Patterson opened the discussion regarding the water meter and tap fees by stating this is an annual process to make sure we are recouping the costs we spend when ordering meters for customers. Mr. Patterson also explained that there is a notification that customers requesting to replace frozen meters outside normal business hours will be charged a minimum fee of one hour at the standard hourly rate as previously discussed. After discussion, board member Kimball motioned to approve resolution 2022-05 as presented to update the meter and tap fees to the rules and Bishop seconded the motion. Roll call of the vote was:

Ayes: Rivera, Kimball, Bishop, Kale  
Nays: None  
Absent: O'Hair  
Motion Passed  
***Resolution 2022-05***

Water Superintendent Brandon Patterson opened the discussion regarding amending Rule 37, replacing private water lines on public property by requesting to change letter b to reflect verbiage be address the water board participates if agreement to the petition presented. After discussion, board member Kimball motioned to approve the resolution 2022-05 as presented and Bishop seconded the motion. Roll call of the vote was:

Ayes: Rivera, Kimball, Bishop, Kale  
Nays: None  
Absent: O'Hair  
Motion Passed  
***Resolution 2022-05***

Water Superintendent Brandon Patterson opened the discussion regarding amending rule 39 extension of mains within the corporate area of the City of Osceola in the Water Works Rules and Regulations by stating the verbiage changes made allows the water board to participate if they chose. After discussion, board member Kimball motioned to approve resolution 2022-06 as

presented to amend rule 39 extension of water mains within the corporate area and Bishop seconded the motion. Roll call of the vote was:

Ayes: Rivera, Kimball, Bishop, Kale

Nays: None

Absent: O'Hair

Motion Passed

**Resolution 2022-06**

Water Superintendent Report: Brandon Patterson shared with the board staffing within the Water Works as well as certifications. Mr. Patterson continued by stating that he has ordered the carbon and will be seeing a 30% increase this year. In addition, Mr. Patterson is expecting increases in chlorine and lab testing as he has been notified of additional sampling for the EPA. Mr. Patterson continued by giving an update on the plant projects and a previous meeting with SIRWA Representatives. Mr. Patterson completed his report by giving an update on the Clarke County Reservoir Commission.

Chairman Kale presented the consent agenda. Board member Kimball 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 \$21,851.39 on all utility services, YTD Budget Report, minutes from the meeting held on January 6, 2022 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$402.28
AGSOURCE LABORATORIES	LAB TESTING	\$93.00
AIR FILTER SALES & SERVICE	SERVICES	\$126.25
ALLIANT ENERGY	UTILITY	\$7,693.02
BADGER METER	SERVICES	\$139.06
TIA BAUER	DEPOSIT REFUND	\$55.07
PATRICIA BETANZOS BLACK	DEPOSIT REFUND	\$150.00
NATHAN BROWN-THOMAS	DEPOSIT REFUND	\$150.00
CARD MEMBER SERVICES	SERVICES	\$1,639.55
CASEY'S GENERAL STORES	FUEL	\$885.12
CENTERPOINT ENERGY	NATURAL GAS	\$336.67
CHEM-SULT, INC.	CHEMICALS	\$46,469.72
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$204,394.88
CITY OF OSCEOLA – FLEX	PAYROLL	\$41.68
CITY OF OSCEOLA – HEALTH	HEALTH INSURANCE	\$16,888.78
TERRI COFFEY	DEPOSIT REFUND	\$100.00
COUNTRY CONCRETE	SERVICES	\$7,214.00
CRESTON PUBLISHING COMP	PUBLICATION	\$237.07
GALYN CROSS	DEPOSIT REFUND	\$150.00
KATHI DAVIS	DEPOSIT REFUND	\$63.41
DENNEY CONSTRUCTION	SERVICES	\$54,840.12
HACH COMPANY	LAB TESTING	\$813.90
EVELIN GONZALEZ HERNANDEZ	DEPOSIT REFUND	\$150.00
HIGHWAY LUMBER	SERVICES	\$127.56
IA DEPT OF HUMAN SERVICES	PAYROLL	\$757.83
IA DEPT OF NATURAL RESOURCES	CERTIFICATION	\$60.00
INTERNAL REVENUE SERVICES	PAYROLL	\$6,349.97
IOWA DEPT OF REVENUE	WITHHOLDING	\$1,435.00
IOWA DEPT OF REV- SALES	WATER EXCISE TAX	\$4,900.00
IOWA ONE CALL	SSERVICES	\$114.30
IPERS	PAYROLL	\$5,977.92
J P AUTO	SUPPLIES	\$342.13
KD TIRES, LLC	SERVICES	\$18.00
MET LIFE	DENTAL INSURANCE	\$651.45
METERING & TECHNOLOGY SOLUTIO	WATER METERS	\$1,235.10
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$64.60
MUNICIPAL SUPPLY INC.	SERVICES	\$4,325.00
MUTUAL OF OMAHA	LIFE INSURANCE	\$69.30
O'REILLY AUTO PARTS	SERVICES	\$2.99
SHELLY OBERMEIER	DEPOSIT REFUND	\$61.34
OSCEOLA FARM & HOME	SERVICES	\$252.85
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$602.36
PALINTEST LIMITED	SERVICES	\$247.50
TRISTEN RUGGLES	DEPOSIT REFUND	\$56.10
SCHILDBERG CONSTRUCTION CO.	ROCK	\$257.83
NAREH K SHARNA	INCOME OFFSET REFUND	\$12.76
SHAZAM	MONTHLY FEE	\$50.00

TRAVIS MECHANICAL & CONTROLS	SERVICES	\$690.83
U.S. CELLULAR	COMMUNICATION	\$553.49
U.S. POST OFFICE	POSTAGE	\$632.80
USA BLUEBOOK	SERVICES	\$98.90
HOLLI WHITACARE	DEPOSIT REFUND	\$150.00
WILD BLUE	COMMUNICATION	\$175.00
DEVIN WILLS	DEPOSIT REFUND	\$61.72
WINDSTREAM	COMMUNICATION	\$386.03
EMILIO C ZAMARRIPA	DEPOSIT REFUND	\$150.00
ZIEGLER INC.	SERVICES	\$746.51

TOTAL ACCOUNTS PAYABLE \$376,700.75

TOTAL PAYROLL \$26,389.16

TOTAL PAID \$403,089.91

Ayes: Rivera, Kimball, Bishop, Kale

Nays: None

Absent: O'Hair

Motion Passed

Utility Office Manager Carrie Benda reported on the front desk opportunity in GWORKS and stated she will continue to explore for better service to our customers. Mrs. Benda continued by giving an update on the financial audit and news release as well as the first Home Serve letters being received by customers. Mrs. Benda completed her report by giving an update on a Water Works Facebook page and an office staff update.

Board member Kimball wanted to let everyone know that he received his Home Serve letter and sent his application back and is waiting for a welcome packet.

Board Chairman Kale inquired about a quality of water question and what was done to remedy the situation. In addition, Mrs. Kale mentioned placing a script of the Home Serve letter onto the Facebook page to educate our public.

There being no further business to discuss, board member Bishop motioned and Rivera seconded adjournment at 6:34 p.m.

Ayes: Rivera, Kimball, Bishop, Kale

Nays: None

Absent: O'Hair

Motion Passed

  
Alisha Kale, Chairman

Attest:

  
Carrie Benda, Utility Office Manager

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Approved by the Osceola Water Board of Trustees on 3-3-2022.

