

OSCEOLA WATER BOARD
May 5, 2022

The Osceola Water Board met for the regularly scheduled meeting on Thursday, May 5, 2022 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: James Kimball and Sara O'Hair. Board Chairman Alisha Kale and board member Kevin Rivera were absent. Also present were Superintendent Brandon Patterson, Utility Office Manager Carrie Benda, Distribution Foreman Cory Gallup, Mark Lee and others not signed in.

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

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

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

Water Superintendent Brandon Patterson opened the discussion regarding Rule #25, service line requirements of Osceola Water Works Rules and Regulations by stating at the last monthly meeting, there was a request of using curb boxes instead of meter pits. After discussion the board decided to take no action of changing the rule.

Mr. Patterson introduced Mr. Mark Lee with Lee Chamberlain Consultant Engineering to the board. Mr. Lee spoke to the board regarding the desire to use curb stops instead of meter pits. Discussion regarding installation restraints for meter pits occurred. After discussion, board member Kimball motioned to approve installing meter pits on the 26 duplex models and allow using curb stop boxes on the 96 multiplex models and O'Hair seconded the motion.

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

Water Superintendent Brandon Patterson opened the discussion regarding hydrant meter permits and deposits. Mr. Patterson stated that our costs have increased and asked the board to consider amending the deposit amount to account for the increases. Mr. Patterson presented the change of hydrant deposit from \$1,300 to \$2,300 and change the permit form to state water will be charged at the bulk rate. After discussion, board member Kimball motioned to increase the hydrant meter deposit to \$2,300 to cover the cost of a hydrant meter and apparatuses and approval of wording change to bulk water rates. Board member O'Hair seconded the motion. Roll call of the vote was:

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

Water Superintendent Brandon Patterson opened the discussion regarding repairs to the industrial park water tower by stating that the west water tower inspection was completed and a listing of items to address were provided. Mr. Patterson went over the items and quotes that he received. After discussion, board member Kimball motioned to proceed with the quote received from Viking Industrial Painting for a cost of \$84,000 to complete the tasks as presented and O'Hair seconded the motion.

Ayes: O'Hair, Kimball, Bishop

Nays: None
Absent: Rivera, Kale
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding the installation of a public water main on Lakeshore Drive by presenting renovations to be completed by Clarke County Hospital. Mr. Patterson stated that there are a listing of houses served by the private water lines reflected in the map presented. Mr. Paterson asked for board permission to move forward with speaking to the engineer to get cost estimates and options on how to proceed. After discussion, the board had no issues and requested staff move forward with getting cost estimates and options as stated to be presented at a later time.

Water Superintendent Brandon Patterson opened the discussion regarding audit agreement with Faller, Kincheloe & Co., pertaining to the FY 2022 audit by presenting the auditor's objective letter. After discussion, board member Kimball motioned to approve entering into an agreement with Faller, Kincheloe & Co., for the FY 2022 audit and O'Hair seconded the motion. Roll call vote was:

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

Water Superintendent Brandon Patterson opened the discussion regarding office staffing reorganization and job descriptions by stating he worked on the job descriptions for the office and titles and a flow chart of what would work best and be most efficient. Mr. Patterson presented job descriptions for Utility Office Assistant, Utility Billing Director and Utility Business Director. After discussion, board member Kimball motioned to approve the job descriptions as presented and O'Hair seconded the motion.

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

Water Superintendent Report: Brandon Patterson shared with the board fire consumption and costs for possible recouping of losses, employee evaluations are underway, hiring of Austin Valdez and that he will be working on the employee manual updates. Continuing on, Mr. Patterson gave an update on the lake treatment, billing issue due to meter resolutions and possible duplex building on Osceola Street. Mr. Patterson completed his report by giving an update on the Clarke County Reservoir Commission and LOSST Referendum.

Vice Chairman Bishop presented the consent agenda. Board member Kimball motioned to approve the consent agenda as presented and O'Hair seconded the motion. The consent agenda included the Aging Report reflecting an outstanding balance of \$21,573.61 on all utility services, YTD Budget Report, minutes from the meeting held on April 7, 2022 as well as the following Bills and Claims:

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|-----------------------------------|----------------|--------------|
| JORGE ACOSTA | DEPOSIT REFUND | \$150.00 |
| AFLAC | PAYROLL | \$232.32 |
| AGSOURCE LABORATORIES | LAB TESTING | \$95.50 |
| AHLERS & COONEY ATTORNEYS | LEGAL SERVICES | \$1,638.00 |
| ALAN R. OSTERGREN, P.C. | LEGAL SERVICES | \$480.00 |
| ALLIANT ENERGY | UTILITY | \$7,687.40 |
| AMERICAN FENCE COMPANY | REPAIRS | \$4,357.00 |
| BADGER METER | SERVICES | \$137.58 |
| BYERS LOCK SHOP | SERVICES | \$156.25 |
| CALGON CARBON | CARBON | \$147,362.00 |
| CARD MEMBER SERVICES | SERVICES | \$1,549.18 |
| CASEY'S GENERAL STORES | FUEL | \$508.81 |
| CENTERPOINT ENERGY SERVICES, INC. | NATURAL GAS | \$2,002.62 |
| CENTRAL IOWA FASTENERS | PLANT SUPPLIES | \$55.40 |

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|--------------------------------|--------------------|--------------|
| CHEM-SULT, INC. | CHEMICALS | \$38,172.08 |
| CINTAS FIRST AID & SAFETY | SERVICES | \$66.09 |
| CITY OF OSCEOLA | MONTHLY COLLECTONS | \$200,463.48 |
| CITY OF OSCEOLA HEALTH | HEALTH INSURANCE | \$6,638.72 |
| COMMUNCIATION SOLUTIONS OF | SERVICES | \$4,960.50 |
| CRESTON PUBLISHING COMPANY | PUBLICATION | \$216.25 |
| D & D PEST CONTROL | SERVICES | \$45.00 |
| D & R FEED, INC. | SERVICES | \$74.82 |
| HACH COMPANY | LAB TESTING | \$2,415.94 |
| IA DEPT OF HUMAN SERVICES | PAYROLL | \$757.83 |
| IA DEPT OF NATURAL RESOURCES | EXAM FEE | \$30.00 |
| INTERNAL REVENUE SERVICE | PAYROLL | \$8,736.18 |
| INTERSTATE POWER SYSTEMS | SERVICES | \$2,196.38 |
| IOWA DEPT OF REVENUE | STATE TAXES | \$1,976.00 |
| IOWA DEPT OF REVENUE | SALES TAX | \$136.83 |
| IOWA DEPARTMENT OF REVENUE | WATER EXCISE TAX | \$13,573.72 |
| IOWA ONE CALL | SERVICES | \$82.20 |
| IOWA WORFORCE DEVELOPMENT | UNEMPLOYEMENT | \$902.00 |
| IPERS | PAYROLL | \$6,500.88 |
| J P AUTO | SERVICES | \$9.38 |
| JETCO, ICN. | SERVICES | \$734.25 |
| KD TIRES, LLC | SERVICES | \$18.00 |
| LILIA & ANTHONY MAGALLON | DEPOSIT REFUND | \$100.00 |
| MATT PARROTT | SUPPLIES | \$854.14 |
| MET LIFE | DENTAL INSURANCE | \$309.30 |
| METERING & TECHNOLOGY SOLUTION | SERVICES | \$915.70 |
| MIDWEST OFFICE TECHNOLOGY | SERVICES | \$104.17 |
| MUNICIPAL H2O | ANNUAL COMPLIANCE | \$4,200.00 |
| MUNICIPAL SUPPLY INC. | SERVICES | \$988.73 |
| MUTUAL OF OMAHA | LIFE INSURANCE | \$50.91 |
| OSCEOLA FARM & HOME | SUPPLIES | \$206.96 |
| OSCEOLA SENTINEL TRIBUNE | SUBSCRIPTION | \$51.00 |
| OSCEOLA WATER WORKS | APPLY DEPOSIT | \$150.00 |
| AARON DANIEL RIVERA | DEPOSIT REFUND | \$150.00 |
| SHAZAM | MONTHLY FEE | \$25.00 |
| JOSHUA SOOK | DEPOSIT REFUND | \$150.00 |
| TOP NOTCH | SERVICES | \$1,315.96 |
| TRAVIS MECHANICAL & CONTROLS | SERVICES | \$392.34 |
| CURT TUCKER | DEPOSIT REFUND | \$200.28 |
| U.S. CELLULAR | COMMUNCIATION | \$539.91 |
| U.S. POST OFFICE | POSTAGE | \$882.20 |
| USA BLUEBOOK | SERVICES | \$759.96 |
| VEENSTRA & KIMM, INC. | SERVICES | \$400.00 |
| WILD BLUE | SERVICES | \$175.00 |
| WINDSTREAM | COMMUNICATION | \$384.57 |

TOTAL ACCOUNTS PAYABLE \$468,424.72

TOTAL PAYROLL \$27,235.25

TOTAL PAID \$495,659.97

Ayes: O'Hair, Kimball, Bishop

Nays: None

Absent: Rivera, Kale

Motion Passed

Utility Office Manager Carrie Benda reported on training of office staff and the preparation for the financial audit.

There were no board member reports.

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

Ayes: O'Hair, Kimball, Bishop

Nays: None

Absent: Rivera, Kale

Motion Passed

Larry K. Bishop
Larry Bishop, Vice Chairman

Attest:

Carrie Benda
Carrie Benda, Utility Office Manager

Approved by the Osceola Water Board of Trustees on June 2, 2022

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