

OSCEOLA WATER BOARD
September 1, 2022

The Osceola Water Board met for the regularly scheduled meeting on Thursday, September 1, 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, Sara O'Hair and Kevin Rivera. Board member Jim Kimball was absent. Also present were Superintendent Brandon Patterson, Utility Billing Director Carrie Benda, Water Distribution Foreman Cory Gallup and others not signed in.

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

Ayes: Rivera, Bishop, O'Hair, Kale

Nays: None

Absent: Kimball

Motion Passed

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

Water Superintendent Brandon Patterson opened the discussion by presenting a written request from the homeowner at 630 East Ayers Street. Mr. Patterson stated that the former meter had quit reading in February and the utility was denied access. Mr. Patterson stated that after multiple attempts, a new meter was installed outside and the property owner was billed. After discussion, the board decided to take no action regarding the request of the property owner to reduce the billed amount and requested staff to move forward with the collection process.

Water Superintendent Brandon Patterson opened the discussion regarding penalty/disconnection process by stating that there was a customer complaint after the disconnect notice was issued. Mr. Patterson requested board feedback and discussed the process. After discussion, the board took no action to change the process and directed staff to follow the current policy.

Water Superintendent Brandon Patterson opened the discussion regarding the water treatment plant flooring project by discussing with the board the visit to the plant and prior discussions/quotes to make changes to the current plant floor condition. After lengthy discussion, the board directed staff to get ahold of the manufacturer of the product and warranty information to bring back to the board for further discussion. No further action was taken.

Water Superintendent Brandon Patterson opened the discussion regarding amending Rule #25, Service Line Requirements of Osceola Water Works Rules and Regulations pertaining to lead and galvanized service lines by giving the current policy and changes coming from the EPA and presented new language to require uncovered or exposed lead or galvanized service lines to be replaced. After discussion, board member Bishop motioned to change the wording to reflect anything uncovered or exposed lead or galvanized service lines must be replaced and Rivera seconded the motion. Roll call of the vote was:

Ayes: Rivera, Bishop, O'Hair, Kale

Nays: None

Absent: Kimball

Motion Passed

Resolution 2022-12

Water Superintendent Brandon Patterson opened the discussion regarding sections 4.1 holidays, 4.4 sick leave, 4.3 vacation of the Osceola Water Works Employee handbook by stating he needed direction from the board. Mr. Patterson stated that plant employees work four ten-hour days and the distribution employees work five eight-hour days. The topic arose of how floating

holidays are paid at the hours worked or standard eight hours. Same conversation was held regarding hours for vacation and sick leave. After lengthy discussion, the board directed staff to work on this and get them information to pass at the October board meeting.

Water Superintendent Brandon Patterson opened the discussion regarding water service to BELLBIEW PROPERTIES LLC by stating that there is a new contractor who wishes to place thirteen duplex units on the property located off of E. Washington St. & North Osceola St. Mr. Patterson stated that there is currently no water services to this property and was asked if the Water Works could assist in getting water services to the property. After discussion of advantages and disadvantages of assistance, the board stated they needed more information as to public vs private property and requested to revisit this when the information is available. No action was taken.

Water Superintendent Brandon Patterson opened the discussion regarding Utility Business Manager position by stating that there were seven applicants for the open position and four of those were interviewed. Mr. Patterson stated that he recommended to the board the hire of Patricia Snyder to be hired at the salary of \$53,500 and after a successful completion of six month review a salary adjustment to \$55,000. Included in this position would be a vacation schedule of 15 days for the first two-year period with eligibility of first five days at six months and ten days at the one-year anniversary date and completion of probationary period. In addition, the recommended vacation after two years of full-time employment was fifteen days. After discussion, board member Bishop motioned to approve the hire of Patricia Snyder at the pay and vacation as stated and Rivera seconded the motion.

Ayes: Rivera, Bishop, O’Hair, Kale

Nays: None

Absent: Kimball

Motion Passed

Water Superintendent Report: Brandon Patterson shared with the board information regarding water plant treatment operator certification of grade 1 treatment license, incentive to get lake treatment certifications. Mr. Patterson updated the board on center tower repairs and process of working with the engineer and third-party inspector. Continuing on, Mr. Patterson addressed the annual leak survey and Walmart fire line leak as well as the lake levels and trend. Mr. Patterson completed his report by discussion of posts to the Facebook page and upcoming newsletter and update on Clarke County Reservoir.

Chairman Kale presented the consent agenda. Board member Bishop motioned to approve the consent agenda as presented and Rivera seconded the motion. The consent agenda included the Aging Report reflecting an outstanding balance of \$20,672.63 on all utility services, YTD Budget Report, minutes from the meeting held on August 4, 2022 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$232.32
ALLIANT ENERGY	UTILITY	\$10,551.92
AMERICAN WATER WORKS ASSOC	MEMBERSHIP	\$406.00
BADGER METER	SERVICES	\$138.00
LEANNA BARVINEK	DEPOSIT REFUND	\$143.42
CUNG BIK	DEPOSIT REFUND	\$150.00
DILLAN BLUBAUGH	DEPOSIT REFUND	\$59.47
BUD JONES CONSTRUCTION	SERVICES	\$4,547.50
KERRI BUDDENHAGEN	DEPOSIT REFUND	\$54.22
CARD MEMBER SERVICE	SERVICES	\$1,393.54
CASEY’S GENERAL STORES	FUEL	\$1,705.93
CENTERPOINT ENERGY SERVICES	NATURAL GAS	\$1,705.93
CHEM-SULT INC.	CHEMICALS	\$106,655.27
CINTAS FIRST AID & SAFETY	SERVICES	\$119.75
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$219,466.72
CITY OF OSCEOLA – HEALTH	HEALTH INSURANCE	\$12,371.11
CLARKE COUNTY SHERIFF	GARNISHMENT	\$680.84
CRESTON PUBLISHING COMP	SERVICES	\$351.64
FLEETSIDE FORD	REPAIRS	\$136.45

FP MAILING SOLUTIONS	SERVICES	\$110.85
HACH COMPANY	LAB TESTING	\$1,467.95
HAWKINS	CHEMICALS	\$1,360.00
HIGHWAY LUMBER	SERVICES	\$3.59
IA DEPT OF HUMAN SERVICES	PAYROLL	\$1,010.44
IDEAL READY MIX CO	SERVICES	\$141.00
INTERNAL REVENUE SERVICE	PAYROLL	\$9,272.65
IOWA DEPT OF REVENUE	STATE TAXES	\$1,480.00
IOWA DEPT OF REVENUE	SALES TAX	\$6,955.36
IOWA ONE CALL	SERVICES	\$87.80
IOWA SELECT FARMS, LLP	DEPOSIT REFUND	\$1,300.00
IPERS	PAYROLL	\$6,158.08
J P AUTO	SERVICES	\$149.86
EUN HYE JUNG	DEPOSIT REFUND	\$150.00
MET LIFE	DENTAL INSURANCE	\$616.83
METERING & TECHNOLOGY	SERVICES	\$439.30
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$90.09
MUNICIPAL SUPPLY INC.	SERVICES	\$1,456.70
MUTUAL OF OMAHA	LIFE INSURANCE	\$63.17
O'REILLY AUTO PARTS	SERVICES	\$44.98
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$506.81
JON RAMSEY	DEPOSIT REFUND	\$86.08
SCHILDBERG CONSRUCTION CO	SERVICES	\$918.16
SHAZAM	MONTHLY FEE	\$25.00
STATE HYGENIC LABORATORY	LAB TESTING	\$501.50
BAILEY TINDERHOLT	DEPOSIT REFUND	\$150.00
U.S. CELLULAR	COMMUNICATION	\$582.47
U.S. POST OFFICE	POSTAGE	\$663.52
WILD BLUE	COMMUNICATION	\$175.00
WINDSTREAM	COMMUNICATION	\$392.38
ZIEGLER INC.	SERVICES	\$1,121.82

TOTAL ACCOUNTS PAYABLE \$396,448.14

TOTAL PAYROLL \$27,261.77

TOTAL PAID \$424,025.31

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

Utility Billing Director, Carrie Benda updated the board on the financial audit that was completed, Sierra's training and upcoming meetings to discuss paper billing.

Board member Bishop stated his desire to have communication with our community about why bill amounts are increasing, contributions and to watch spending.

Board member Kale spoke about updating our community on payment options and ensuring we are financially planning to understand where we will be 5-10 years down the road.

There being no further business to discuss, board member Bishop motioned and Rivera seconded adjournment at 7:54 p.m.

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


 Alisha Kale, Chairman

Attest:


Carrie Benda, Utility Billing Director

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Approved by the Osceola Water Board of Trustees on 10-13-2022.